

**SECTION .0500 – REQUESTS FOR DOCUMENTS, HEARING RECORDINGS, AND TRANSCRIPTS
RELATED TO PENDING APPEAL OR CONTESTED CASE**

04 NCAC 24A .0501 WRITTEN REQUEST REQUIRED

- (a) A party requesting a copy of file documents, a digital recording of a hearing, or a written transcript of a hearing in a matter where an appeal is pending shall submit the request in writing.
- (b) A party's written request for a copy of the file documents, digital recording of the hearing, or written transcript of the hearing shall include:
- (1) the name and address of the party making the request;
 - (2) the claimant's name, if applicable;
 - (3) the employer's name, if applicable;
 - (4) the docket or issue identification number of the case;
 - (5) the date of or approximate date that the record was made;
 - (6) the person or office that made the record; and
 - (7) the name and address to which the record shall be sent.
- (c) When a party has requested a written transcript, any other party with appeal rights to the proceeding may request a copy of the transcript. The request shall meet the requirements of Paragraphs (a) and (b) of this Rule.
- (d) The request may accompany or be included in an appeal letter. Requests may also be submitted to the Legal Services Section, ATTN: Request for Hearing Record by mail to Post Office Box 25903, Raleigh, North Carolina, 27611-5903, or by facsimile to (919) 733-8745.
- (e) Requests for file documents, digital recordings, or hearing transcripts from any individual or entity who is not a party with appeal rights in the proceeding shall be evaluated pursuant to Section .0200 of this Subchapter.
- (f) Requests for file documents, digital recordings, or hearing transcripts in a matter where appeal rights have expired and the decision became final shall be made in accordance with Section .0200 of this Subchapter.

*History Note: Authority G.S. 96-4; 96-15; 20 CFR 603.5;
Eff. August 1, 2020.*