

.01 Local Office Hearing Request Procedures - Hearing Documentation and Preparation

Complete the following on the day the hearing request is received in the local office:

- Date stamp the hearing request.
- Log the pertinent information on the Hearing Request Record (FA-501).
- Record verbal requests in writing by completing the Hearing Request ([FA-503](#)) form.
- Assign the request to a supervisor or designated EI the same day the request is received.
- Conduct the conference on the same day the hearing request is received, when the hearing is requested by the appellant verbally in the local office. (See [Preparing for the Pre-hearing Conference](#) and [Participant Review of Case](#))