

**.07 Local Office Hearing Request Procedures - Pre-hearing Summary (FA-502)**

The Pre-hearing Summary (FA-502) form must be typewritten and contain the following information:

- The date of the hearing request. (See [Hearing Request Time Limits](#) regarding the date of the request)
- The appellant's name, SSN, and case name when different.
- The local office site code.
- AZTECS case number.
- Program being appealed.
- Whether an interpreter is needed and the language spoken.
- Other language barriers and whether an alternative form of communication is needed.
- Whether participation of the following was requested:
  - OSI
  - [AFPU](#)
  - Hospital verification specialists (Maricopa county only)
- A brief summary supporting FAA's action on the appealed issue.
- FAA Policy Manual references and policy clarifications related to the determination.
- Legal references in the decision notice.
- The date the FAA pre-hearing conference was conducted.