

## .02 Office of Appeals Responsibilities - Notification of Hearing

The Office of Appeals is responsible for providing notification of the hearing to all parties involved at least 20 calendar days prior to the hearing date. This allows time for preparation for the hearing.

The Notice of Hearing is an advance notice and is sent to the appellant. A copy of the notice is sent to the local office. The notice includes the following information:

- Time, date, and place of the hearing (See [Hearing Scheduling](#))
- Name of the hearing official assigned
- Notification that the appellant may obtain legal counsel, or have the case presented by a representative
- The name, address, and telephone number of the person to notify when the appellant or representative is unable to attend the hearing
- Information that the hearing will be dismissed should the appellant or representative fail to appear at the hearing without good cause
- Notification that the appellant or representative may examine case documents prior to the hearing, and may request copies of pertinent documents needed to prepare for the hearing
- An explanation of hearing procedures

### WARNING

FAA or the appellant may file a written request for a change in Hearing Officer no later than FIVE calendar days before the hearing date.

No more than one change is granted to any one party for the same hearing.

The Hearing Officer who was scheduled to hear the matter must transfer the hearing to another Hearing Officer to conduct the hearing. The Office of Appeals notifies all involved parties of any change.