

.01 Hearing Documentation and Preparation

REVISION 41
(04/01/16 - 05/31/16)

Attempt a Pre-hearing Request Conference with the person prior to accepting the hearing request. Allow the person to discuss the concern and attempt to resolve the issue prior to them submitting the appeals hearing request.

FAA staff must complete the following on the day the hearing request is received:

- Date stamp the hearing request.
- Record verbal requests in writing by completing the Hearing Request (FAA-0098B) form.
- Advise the appellant or representative of the right to request a [continuation of benefits](#).
- Determine whether an interpreter or alternative form of communication is needed.

Upon request FAA staff is also required to provide the following to the appellant or representative:

- The phone number and address of any legal services available.
- A copy of materials needed to prepare for the hearing, including copies of pertinent documents in the [case file\(g\)](#).

WARNING

Do not copy and provide to the appellant or representative, materials that cannot be introduced in the hearing process. (See [Conducting Hearings](#))

Do not provide any documents or records to which the appellant is not allowed to have access. (See [Participant Review of Case Information](#))