

STATE OF HAWAII  
DEPARTMENT OF THE ATTORNEY GENERAL  
OFFICE OF CHILD SUPPORT HEARINGS (OCSH)  
PHONE: (808) 692-7110 FAX: (808) 692-7114

**REQUEST FOR AN UNOFFICIAL COPY OF AN ADMINISTRATIVE HEARING RECORDING**

Parties or their representatives may request an unofficial copy of a recording of their administrative hearing (**held within the last two years only**) by filling out the form below. The total cost of the recording is \$10.00 which may be paid by personal check, cashier's check, or money order payable to the "STATE OF HAWAII." Mail your payments and completed request forms to:

**Office of Child Support Hearings  
Department of the Attorney General  
601 Kamokila Blvd., Rm. 436  
Kapolei, Hawaii 96707**

- Parties who want unofficial transcripts of hearings must make their own arrangements for transcription and should be aware that their transcripts will **not** be official transcripts. The OCSH will need to maintain chain-of-custody of the recording and the transcript if an official transcript is needed for a certified record on appeal pursuant to Rule 72, Hawaii Family Court Rules.
- As of August 1, 2007, the OCSH began recording hearings in a digital format. Requestors of hearing recordings will be provided with compact discs (CD-R) containing a recording of the hearing.

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**REQUEST FOR AN UNOFFICIAL COPY OF AN ADMINISTRATIVE HEARING RECORDING**

I am a party or the representative of a party and I have attached to this request the payment for the recording. Please provide me with a compact disc (CD-R) containing the audio recording for the following hearing:

Case Name: Responsible Parent \_\_\_\_\_

CSEA Case Number: \_\_\_\_\_

Hearing Date(s) (**within the last two years only**) \_\_\_\_\_

Please send the recording to me at the following address:

\_\_\_\_\_

\_\_\_\_\_

Requestor (Print Name): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If representative, print the name of the party you represent: \_\_\_\_\_

My telephone number is: \_\_\_\_\_

(revised 11/18)

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