



NEW MEXICO ADMINISTRATIVE HEARINGS OFFICE

1220 S. St. Francis Drive, Room #269 | P.O. Box 6400, Santa Fe, NM 87502

Phone: (505) 827-0358 | Fax: (505) 827-0500

TO: Scheduling Unit, Administrative Hearings Office
P. O. Box 6400
1220 South St. Francis Drive
Santa Fe, NM 87502
Phone: (505) 827-0358
FAX: (505) 827-0500
Scheduling.Unit@state.nm.us

DATE:

FROM:

Hearing Information

Driver's Name:

Hearing Date:

Driver's License Number:

Citation Number:

REQUEST TO APPEAR REMOTELY BY TELEPHONE

I am requesting to appear remotely by telephone or videoconference in the matter listed above. I understand that by submitting my request to appear remotely, I waived the in-person, in-county hearing requirement and that I agree and consent that all parties, witnesses, and the hearing officer may appear remotely via telephone or videoconference at the hearing. See Regulation 22.600.6.10 (D) NMAC. I further understand that this request may only be granted by order of the Administrative Hearings Office. Under the applicable regulation, I also understand that the request must be received at least three (3) business days before the scheduled hearing, absent an extraordinary, unforeseen circumstance.

If granted, all parties appearing via telephone, videoconference, or other electronic method shall provide the Administrative Hearings Office with a working email address or facsimile number for the exchange of all documentary evidence before or during the hearing. Failure to follow the Administrative Hearing's Office's instructions for participating the hearing via telephone, videoconference, or other equivalent electronic method will be treated as a non-appearance at the hearing.

Name:

Mailing Address:

Telephone and Fax Number:

Email Address: