



TO: Scheduling Unit, Administrative Hearings Office
Scheduling.Unit@aho.nm.gov

DATE: _____

FROM: _____

Hearing Information

Name: _____

Type of Hearing: _____

REQUEST TO APPEAR REMOTELY

I request that I be permitted appear ☐ remotely by telephone/ ☐ by videoconference (check one) in the matter listed above. I understand that my request may only be granted by order of the Administrative Hearings Office. By making this request, I agree that all hearing participants may appear for the hearing remotely by the same means that I requested. 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.

I understand that if this request is granted, I must provide the Administrative Hearings Office with a working email address for the exchange of all documentary evidence before or during the hearing. Failure to follow the Administrative Hearings Office's instructions for participating in the hearing remotely will be treated as a non-appearance at the hearing.

Signature

Printed Name:
Mailing Address:

Telephone:
Email Address: