

# HEARING RECORDING FACT SHEET

Michigan Office of Administrative Hearings and Rules

**Parties to an administrative hearing, or their representatives, who wish to obtain a copy of a hearing recording from the Michigan Office of Administrative Hearings and Rules for an appeal, must complete the following steps:**

- 1** Go to [www.michigan.gov/LARAFOIA](http://www.michigan.gov/LARAFOIA)
- 2** Click the button to visit the LARA FOIA Center
- 3** Select “Submit a FOIA Request”
- 4** Create an account or log in to an existing account
- 5** Under Agency Area select “Michigan Office of Administrative Hearings and Rules”
- 6** For Type of Record(s) Requested select “Hearing Recording”
- 7** In the Describe the Record(s) Requested box, enter the following information:
  - Indicate whether recording is needed for appeal purposes
  - Case Name
  - Case Number
  - Date of Hearing
  - Administrative Law Judge Name
  - Request made on behalf of [Attorney Name and/or Party Name]
  - Relationship to the case
- 8** Select Preferred Method to Receive Records
- 9** Select Submit