

# How to Get a Hearing Recording

Michigan Office of Administrative Hearings and Rules

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

- 1** Go to [www.michigan.gov/LARA/FOIA-request](http://www.michigan.gov/LARA/FOIA-request)
- 2** Click "LARA FOIA Center" in the middle of the page, on the right
- 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:
  - 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 the Preferred Method to Receive Records
- 9** Select "Submit"