

CCWRO MEMO

How to get copy of a state hearing tape?

DSS POLICY: DSS will provide a copy of the hearing tape free of charge once the hearing decision has been released.

DSS requests that claimants and their authorized representatives write to:

DSS, SHD
State Hearings Support Section
P.O. box 944243, M.S. 9-17-37
Sacramento, CA 95814
ATTN: Nicko Chaney
(916) 653-3836

The request for a hearing tape must include the following information:

1. Name of the Claimant
2. State Hearing #
3. Date of the Hearing
4. Name of the Judge

If the claimant was not represented and now has a representative, please include a release form in the letter.

If you need any assistance with state hearing issues, please contact CCWRO for assistance.

Date: _____
Requestor Signature _____