



STATE OF MICHIGAN
JOCELYN BENSON, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

Petitioner:
Driver License No:
Hearing Date:
Hearing Site:
Hearing Officer:



Dear Requestor:

We have received your request for a transcript of a license appeal hearing. It may take up to 50 days to prepare the transcript from the date the request is received in our office.

If the transcript is for a driver's license restoration appeal hearing or a court hearing, and a date has been set for the hearing, please advise us of that date if you have not done so already. Also, if the transcript you ordered is for an appeal from an Office of Hearings and Administrative Oversight decision, we will provide a copy of the transcript to the Judge, Prosecuting Attorney or Attorney General.

THE TRANSCRIPT WILL BE MAILED COD TO THE ADDRESS LISTED ABOVE, at the cost of \$3.75 per page plus \$20.00 shipping fee and delivery fee. (UPS will accept checks and money orders.) If you have opted into the Driver Appeal Integrated System (DAIS), the transcript will be made available to you electronically, at the cost of \$3.25 per page. You must pay the total cost before the transcript will be made available to you. Please be advised that copies of the evidence submitted at the hearing is considered part of the transcript. If an expedited transcript is needed or the court date listed is less than 20 business days from the receipt of this request, you will be charged an expedited rate of \$7.25 per page if you have opted into the DAIS application and choose electronic delivery. If delivery by mail is requested, you will be charged an expedited rate of \$7.75 per page plus a \$20.00 COD and handling fee. Please Note: All evidence is \$1.25 per page for all transcript requests

If you find that you no longer need the transcript (e.g. if you are withdrawing your circuit court appeal), to avoid being charged, please submit a request to cancel either electronically or by faxing a written request to (517) 335-2190. You may also wish to call us at the number below before submitting your request to cancel. Please note that if the transcriptionist has started to transcribe the hearing you will be unable to cancel your request and will be responsible for the full payment.

Office of Hearings and Administrative Oversight