

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1) (m), Wisconsin Statutes]

Equal Rights Division hearings are recorded digitally. A CD containing a copy of the recording may be obtained from the Division by returning the order form at the bottom of this sheet. The original recording will remain in the Division's files for five years following the hearing, after which it will be deleted.

The use of recording equipment can sometimes result in the incomplete recording of hearings due to mechanical failure, poor recording conditions or other reasons. Because of this potential problem, you may wish to have a court reporter present at the hearing to transcribe the hearing at your own expense.

If you want a transcript of the recording prepared, it is your responsibility to make all arrangements for ordering the transcript and for paying all of the expenses involved in obtaining the transcript.

The Equal Rights Division will not order a transcript prior to issuing its decision. If you intend to purchase a transcript for the Administrative Law Judge to refer to in preparing a decision, please tell the Administrative Law Judge at the hearing. You must assure that the transcript is an original, verbatim record of the hearing, and that it has been prepared by an independent, reputable court reporter or transcriptionist. **The original of the transcript should be sent to the Administrative Law Judge.**

Request for Copy of Recording

Please provide the information requested below to order a copy of the recording of the hearing on CD. This request should be returned to the:

EQUAL RIGHTS DIVISION
HEARING AND MEDIATION SECTION
819 N 6TH ST; ROOM 723
MILWAUKEE WI 53203

Please contact the Hearing and Mediation Section at (414) 250-6541 if you need further information.

Parties to the case (case caption):

Complainant Name		Respondent Name	
ERD Case Number		Date(s) of Hearing	
Requestor Name			
Requestor Email Address			
Requestor Street Address			
Requestor City		Requestor State	Requestor Zip Code
Requestor Signature		Date Signed	