

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

Equal Rights Division hearings are normally recorded on digital recorders. 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 cost is \$7.00 per CD. Most hearings will only require one CD. 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
ROOM 723
819 N 6TH ST
MILWAUKEE WI 53203-1687

The cost is \$7.00 per CD, payable in advance. Checks should be made payable to the **Department of Workforce Development/Equal Rights Division**. Please contact the Hearing and Mediation Section at (414) 227-4385 if you need further information.

Do you have access to a computer or do you need a CD playable on a standard CD player.

I have access to a computer

I do not have access to a computer

Parties to the case (case caption):

Complainant Name	Respondent Name
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ERD Case Number	Date(s) of Hearing
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Requestor Name

Requestor Street Address

Requestor City	Requestor State	Requestor Zip Code
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Requestor Signature	Date Signed
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