



RAILROAD COMMISSION OF TEXAS HEARINGS DIVISION

PREHEARING AND HEARING REQUEST FORM

This form must be filled out completely for Docket Services to process your hearing request. Please coordinate with all known parties before setting the hearing date, time, and method. Please note that due to the high volume of hearings conducted by the Hearings Division, continuance rules will be strictly enforced, see 16 Tex. Admin. Code §1.105.

Preferred **Prehearing Conference** Date(s): _____ Preferred Setting Time: 9:00 a.m. 1:30 p.m.
Preferred Method of **Prehearing Conference**: In Person Video Conference Time Estimate: _____

Preferred **Hearing** Date(s): _____ Preferred Setting Time: 9:00 a.m. 1:30 p.m.
Preferred Method of **Hearing**: In Person Video Conference Time Estimate: _____
(Note: Times and dates will be scheduled subject to availability. Please contact Docket Services for available dates.)

Docket No(s): _____ Status/Tracking No(s): _____

Docket Style(s): _____

Matter to be Heard: Prehearing Conference Hearing on the Merits Post-Hearing Conference

Is this Docket Protested? Yes No Unknown

(If the docket is protested or becomes protested, you will need to obtain a court reporter. Please contact Kennedy Reporting Service, at (512) 474-2233 or order@kennedyreporting.com. Note that it is your responsibility to arrange for the court reporter and pay the court reporter's fees for the preparation of the original transcript for the Railroad Commission of Texas' official records and one copy for use by the Hearing Examiners in preparing their written recommendation on your application.)

Have **all** parties to this docket agreed to the preferred date, time, and method of hearing: Yes No
(It is your responsibility to coordinate with all known parties prior to setting the hearing.)

If no, then have you made a reasonable effort to confer with all known parties about the date and time prior to requesting this setting? Yes No

Which party are you representing: Applicant Respondent Protestant Complainant Petitioner Intervenor

Do you have a Representative or Legal Counsel in this matter: Yes No

(If so, the representative/legal counsel will be required to submit a formal written Letter of Representation on company letterhead with this form.)

Representative Contact Information

Name: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

(OPTIONAL - If provided, an email address will become part of this public record; See Tex. Gov't Code §552.137.)

Phone No: _____ Fax No. _____

Contact Information for Other Parties

Party Name: _____ Party Representative: _____

Type of Party: Applicant Respondent Protestant Complainant Petitioner Intervenor

Business Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

(OPTIONAL - If provided, an email address will become part of this public record; See Tex Gov't Code §552.137.)

Phone No.: _____ Fax No: _____

Party Name: _____ Party Representative: _____

Type of Party: Applicant Respondent Protestant Complainant Petitioner Intervenor

Business Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

(OPTIONAL - If provided, an email address will become part of this public record; See Tex. Gov't Code §552.137.)

Phone No.: _____ Fax No: _____

Party Name: _____ Party Representative: _____

Type of Party: Applicant Respondent Protestant Complainant Petitioner Intervenor

Business Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

(OPTIONAL - If provided, an email address will become part of this public record; See Tex. Gov't Code §552.137.)

Phone No.: _____ Fax No: _____

Submit ONE COPY of the completed form by email, mail, facsimile, or hand-delivery to the Railroad Commission of Texas.

For USPS:

Railroad Commission of Texas
Hearings Division
Attention: Docket Services
PO Box 12967 Austin, Texas 78711-2967

Fax Number: 512-463-6989

Email: docketservices@rrc.texas.gov

For all other methods of delivery:

Railroad Commission of Texas
Hearings Division
Attention: Docket Services
1701 North Congress
Avenue Austin, Texas 78701