

**OFFICE OF ADMINISTRATIVE HEARINGS  
STATE OF CALIFORNIA  
SPECIAL EDUCATION DIVISION**

**CERTIFIED ADMINISTRATIVE RECORD ORDER**

**Contact Information**

Name		
Address		
City	State	Zip
Phone	Email	

**Case Information**

OAH Case Name	OAH Case Number
Relationship to Case <input type="checkbox"/> Student <input type="checkbox"/> District <input type="checkbox"/> Other:	

**OAH Clerk's Record**

<input type="checkbox"/> Printed	<input type="checkbox"/> Standard (30 Calendar Days)    ▶    \$0.30 per page
	<input type="checkbox"/> Expedited (15 Calendar Days)    ▶    \$0.50 per page
<input type="checkbox"/> Disc	<input type="checkbox"/> Standard (30 Calendar Days)    ▶    \$0.20 per page
	<input type="checkbox"/> Expedited (15 Calendar Days)    ▶    \$0.40 per page

**Transcript**

<input type="checkbox"/> Complete Transcript  <input type="checkbox"/> Partial Transcript  Date(s) Requested	<input type="checkbox"/> Standard (30 Calendar Days)    ▶    \$2.85 per page
	<input type="checkbox"/> Expedited (15 Calendar Days)    ▶    \$3.15 per page
	<input type="checkbox"/> Digital Transcript on Disc    ▶    \$1.00 fee
	<input type="checkbox"/> Physical Transcript    ▶    \$25.00 fee
	<input type="checkbox"/> Additional Physical Copies    ▶    \$1.00 per page

## Audio

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<input type="checkbox"/>	Audio on Disc	▶	Regular (7 Calendar Days)	▶	\$1.00 per disc
<input type="checkbox"/>	Internet Accessible	▶	Regular (4 Calendar Days)	▶	No Charge

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## Shipping and Handling Flat Rates

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Printed Order	▶	Next Business Day	▶	\$10.00
Disc Only Order	▶	Next Business Day	▶	\$5.00

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## Return completed form to

Mail: Office of Administrative Hearings  
Attn: Administrative Record Coordinator  
2349 Gateway Oaks Dr., Ste. 200  
Sacramento, CA 95833

e-File: <https://www.applications.dgs.ca.gov/oah/oahsftweb>

## Comments

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