

Steve Sisolak  
Governor



Patrick Cates  
Director

Michelle Morgando, Esq.  
Senior Appeals Officer

**Northern Nevada:**  
Hearing Office  
1050 E. Williams St. Ste. 400  
Carson City, Nevada 89701  
(775) 687-8440 | Fax (775) 687-8441

Appeals Office  
1050 E. Williams St. Ste. 450  
Carson City, Nevada 89701  
(775) 687-8420 | Fax (775) 687-8421

**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Hearings Division*  
<http://hearings.nv.gov>

**Southern Nevada:**  
Hearing Office  
2200 S. Rancho Drive, Ste. 210  
Las Vegas, Nevada 89102  
(702) 486-2525 | Fax (702) 486-2879

Appeals Office  
2200 S. Rancho Drive, Ste. 220  
Las Vegas, Nevada 89102  
(702) 486-2527 | Fax (702) 486-2555

**TRANSCRIPT REQUEST FORM**

**Date of Request:** \_\_\_\_\_

**Person Requesting Document**

Claimant  Insurer/TPA      ATTY for Claimant / Employer / Insurer / TPA  
Employer      State Agency      Other: \_\_\_\_\_

**Name (please print clearly):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Case Information**

**Appeal Number:** \_\_\_\_\_

**Claimant's Name:** \_\_\_\_\_

**Date/Time of Hearing Requested:** \_\_\_\_\_

**Document Delivery**

Processing:       Regular       Expedited (additional fees may apply)

The transcriptionist will contact you within 2 business days of receipt of the request from the Hearings Division with the estimated charges; the transcriptionist will invoice you directly and notify you of delivery.

REVISED: 01/2019