REQUEST FOR REMOTE HEARING

State Form 55646 (R3 / 6-19)
INDIANA BUREAU OF MOTOR VEHICLES

Hearings Department
100 N. Senate Avenue, Room N404
Indianapolis, IN 46204
E-mail: bmvhearings@bmv.in.gov

Mail or e-mail completed forms to the address above.
See reverse side for more instructions.

SECTION 1 – CUSTOMER INFORMATION	
Customer Name	Customer Driver's License Number
Telephone Number *(including area code)*	E-mail Address

SECTION 2 – GENERAL INFORMATION	
Number of People Who will Appear / Testify *(including yourself)*	
Reason(s) for requesting to attend remotely instead of in-person:	
Customer Signature	Date *(mm/dd/yyyy)*
Customer Printed Name	

FOR INTERNAL USE ONLY

IN THE MATTER OF:_____

Case Number:

Case Type:

Important Information

Initial next to each item – REQUIRED.

1. The request for the remote hearing must be submitted to the BMV no later than **fourteen (14) days** before the scheduled hearing date. _____

2. Any evidence you want the administrative law judge to consider must be submitted in writing to the BMV Hearings Department at least **seven (7) days** before the hearing. _____

3. The administrative law judge will initiate the call, so you must be available and ready to answer the phone at the scheduled hearing time. _____

4. The administrative law judge will attempt to call you **two (2) times**. These attempts will be recorded and documented in your file. If the administrative law judge is unable to reach you after two (2) attempts at the number you provided, the hearing will proceed without you. _____

5. Be in a quiet place free of other noise or distraction during the hearing. The hearing will proceed as scheduled despite excessive background noise during the call that prevents you from understanding the proceedings or makes it difficult for the administrative law judge to hear you. _____

6. Be sure your telephone is sufficiently charged and is otherwise operational before the hearing. If the call is dropped at any point during the hearing, the administrative law judge will attempt to call you back **two (2) times**. These attempts will be recorded and documented in your file. If the administrative law judge is unable to reach you after **two (2) attempts** at the number you provided, the hearing will proceed without you. _____

7. Do not operate a motor vehicle during the hearing. _____

8. Equipment and technology issues that are not the fault of either party will be handled at the discretion of the administrative law judge. _____