



# RAILROAD COMMISSION OF TEXAS HEARINGS DIVISION

## 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 and time. 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 Setting Date(s): \_\_\_\_\_ Preferred Setting Time: 9:00 a.m. \_\_\_\_\_ 1:30 p.m. \_\_\_\_\_  
(Note: Times and dates will be scheduled subject to availability. Please contact Docket Services for available dates.)

Docket No.: \_\_\_\_\_ Status/Tracking No.: \_\_\_\_\_ Application Suffix/Type: \_\_\_\_\_

Docket Style: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Matter to be Heard: \_\_\_\_\_  
(Is this a prehearing conference, application, complaint, post-hearing conference, motion, or status conference?)

Time Estimate (Total time for entire Hearing): \_\_\_\_\_  
(Total time required for your presentation and all other parties to present at the hearing. Is this a full day hearing? How many hours will this hearing be? Will hearing take multiple days?)

Have **all** parties to this docket agreed to the preferred date and time 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, Protestant, Complainant, Respondent or 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: \_\_\_\_\_ Phone: \_\_\_\_\_

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.)

Fax No: \_\_\_\_\_

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 Dave Howard, Court Reporter, at 512-282-0313 or [dave@howardreporters.com](mailto:dave@howardreporters.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.)

**Contact Information for Other Parties**

Party Name: \_\_\_\_\_

Business Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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: \_\_\_\_\_

Business Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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: \_\_\_\_\_

Business Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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](mailto: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