



## SOCIAL SECURITY ADMINISTRATION

Refer To: [Claimant SSN]  
[Claimant Name]

Office of Disability Adjudication and Review  
[Local Office Address]  
Tel: [Local Office Phone]/ Fax: [Local Office  
Fax]

[Current Date]

Claimant Name  
Claimant Address

Dear Claimant Name:

Thank you for your request for a hearing before an administrative law judge (ALJ). This letter explains the hearing process and things that you should do now to get ready for your hearing. We will mail a Notice of Hearing to you at least 20 days before the date of your hearing to tell you its time and place.

### **Use of Video Teleconferencing (VTC) At Your Hearing**

You may be scheduled to appear at your hearing by video teleconference (VTC). If you are scheduled to appear at your hearing by VTC, you will be at one location during the hearing, and the ALJ will be at another location. A large, color monitor will allow you and the ALJ to see, hear, and speak to each other. The ALJ will also be able to see, hear, and speak to anyone who comes with you to the hearing. This may include your representative (if you have one), a friend, or a member of your family. A person will be at your location to operate the equipment and provide any other help you may need.

If you do not want to appear at a hearing by VTC, you must let this office know within 30 days after the date you receive this letter. Please do this by completing and returning the form on the last page of this letter. Mail it back to us in the enclosed envelope.

If you fail to return the form within 30 days after you receive this letter, you will not have another opportunity to object to appearing at your hearing by VTC. If you return the form within 30 days after the date you receive this letter, we will arrange an in-person appearance for you, except if you move to a new residence. However, if you change your residence while your request for hearing is pending, we retain the right to determine how you will appear, even if you object to appearing by video teleconference. For us to consider your change of residence when we schedule your hearing, you must submit evidence verifying your new residence.

### **The Hearing**

At your hearing, you may present your case to the ALJ who will make the decision on your claim(s). The ALJ will consider the issue(s) you raise, the evidence now in your file, and any additional evidence you provide. The ALJ may also consider other issues, including issues that

were decided in your favor in the determination or decision you appealed. The Notice of Hearing will list the issues the ALJ plans to consider at the hearing.

Your hearing is the time to explain why you believe the ALJ should decide the issues in your favor.

### **Providing Additional Evidence**

We need to make sure that your file has everything you want the ALJ to consider and any other evidence the ALJ will need to decide your case. After the ALJ reviews the evidence in your file, he or she may request more evidence to consider at your hearing.

If there is more evidence you want the ALJ to see, please give it to us as soon as possible. Giving us evidence early can often help us review your case sooner. If there is evidence you cannot give to us before the hearing, you may bring it to the hearing.

We can help you get evidence you believe the ALJ should see. If you need help, contact our office, your local Social Security office, or your representative (if you appoint one) immediately.

If a physician, expert, or other person is not providing documents important to your case, you may ask the ALJ to issue a subpoena. A subpoena is a special document that requires a person to submit documents or to testify at your hearing. The ALJ will issue a subpoena only if he or she thinks the evidence is necessary to decide your case, and the evidence cannot be obtained another way. You must ask the ALJ to issue a subpoena at least 5 days before your hearing date. Send your request in writing to the address at the top of the first page of this letter.

### **You May See The Evidence In Your File**

If you wish to see the evidence in your file, you can see it on or before the date of your hearing. If you wish to see your file before the date of your hearing, please call us as soon as you reasonably can at the number at the top of the first page of this letter.

### **If You Have Any Questions Or Your Address Changes**

If you have any questions, please call or write us. You must tell us if you change your address. For your convenience, we gave you our telephone number and address on the first page of this letter.

Sincerely yours,

Signature Name  
Signature Title

Possible enclosures listed below; appropriate ones need to be listed

Enclosures:

SSA Publication No. 05-10075 (Your Right To Representation)

HA-L1 (Important Notice Regarding Representation)

HA-L4 (What Happens Next)

HA-L86 (What is the National Hearing Center)

Form HA-55 (Questionnaire Notice)

Form HA-4631 (Claimant's Recent Medical Treatment)

Form HA-4632 (Claimant's Medications)

Form HA-4633 (Claimant's Work Background)

cc: [Rep First Name] [Rep Last Name]  
[Rep Address]

