



SOCIAL SECURITY ADMINISTRATION

Refer To: [Clmt SSN]
[Clmt Name]

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

[Current Date]

<if OBO> [OBO Name] on behalf of
[ClaimantFirstName][ClaimantLastName]
[OBO Address]
<else>
[ClaimantFirstName][ClaimantLastName]
[ClaimantAddress]
<endif>

Dear <if OBO> [OBO Name] <else> [Addressee] <endif>:

On **mm/dd/yy**, we are changing our rules regarding the use of video teleconferencing (VTC). Please read the notice closely.

Use of Video Teleconferencing (VTC) At Your Hearing

In certain situations, we may hold your hearing by VTC rather than in person.

If we schedule your appearance by VTC, you and the ALJ will be at different locations during the hearing. A large, color monitor will enable 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 family member. We will provide someone at your location to run the equipment and provide any other help you may need.

You must let us know within 30 days after the date you receive this notice if you do not want to appear at your hearing by VTC. (We may extend this 30-day period if you show you had good cause for missing the deadline.) **Please let us know by completing and returning the attached form in the envelope we sent [if representative] your representative [else] you [endif].** We will arrange for you to appear in person.

If you move before we hold your hearing, we retain the right to decide how you will appear at your hearing, even if you objected to appearing by VTC. For us to consider your change of residence when we schedule your hearing, you must submit evidence proving your new residence.

If You Have Any Questions

If you have any questions, please call, (XXX)XXX-XXXX, or write this office. For your convenience, our address is on the first page of this notice.

Sincerely yours,

Administrative Law Judge

Why You Should Have Your Hearing By Video

If you are getting ready for a hearing before an administrative law judge, Social Security offers an efficient method using new technology—video hearings. With video hearings, we can make the hearing more convenient for you. Often an appearance by video hearing can be scheduled faster than an in-person appearance.

What is a video hearing?

A video hearing allows you and the other hearing participants to see and hear each other through large color television screens. The judge remains in his or her office, and you go to a site that can be more convenient to where you live. A technician is there to make sure the equipment works smoothly.

How is a video hearing different?

Except for the equipment, a video hearing is no different than a hearing at which you appear in person. The judge can see you and speak with you and anyone who comes to the hearing with you, such as your representative or any witnesses. You can see the judge and anyone who is with the judge—or anyone at another video teleconference site, such as a medical or vocational expert. Transmission of the hearing is secure, and your privacy is protected. We do not videotape hearings, but we do make audio recordings—as we do for all hearings.

What are the advantages of a video hearing?

Often an appearance by video hearing can be scheduled faster than an in-person appearance. That means less waiting time. Also, a video hearing location may be closer to your home. That might make it easier for you to have witnesses or other people accompany you.

How is a video hearing scheduled?

If we are using video hearing equipment in your area, we will contact you to schedule a video appearance for you at a convenient time. The judge will consider any preference you may have expressed for or against appearing by video teleconferencing when setting the time and place of your hearing. You will have an opportunity to object to the set time or place.

If you have any questions or want more information, please contact your hearing office when you receive your acknowledgment of your request for a hearing.



