September 18, 2015

**Via:Fax # Only**

Social Security Administration

Office of Disability Adjudication and Review

**RE:**

**SS#:**

Dear Sir/Madam:

I have been appointed to represent the above claimant in the proceeding now pending in your office on Order of the Appeals Council, by which the Social Security Administration proposes to redetermine the claimant’s eligibility for benefits that were awarded by previous final decision of an administrative law judge. **I do not believe the matter is presently scheduled for hearing.**

**I ask that a hearing time and place be set in coordination with my office, in order to avoid conflicts that may arise due to prior commitments to be in court or at another administrative hearing on the new date scheduled for hearing**. I also ask for a reasonable time to develop the facts and evidence in the claim so that the claimant can have the benefit of effective assistance of counsel.

I also attach a communication I received from counsel for the plaintiffs in Martin v. Colvin (CIVIL CASE 7:15-46-ART-EBA, Eastern District of Kentucky) that indicates that your office has **three way video bridging technology, which will be made available to accommodate representatives so that I can appear in this case by arrangement with the Norfolk ODAR.** Please contact me so that I may understand what I need to do to make such arrangements. We have already spoken with judges and staff in Norfolk to advise that we will be making a request for use of their facilities for these hearings.

**Office of Disability Adjudication and Review**

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An Appointment of Representative Form 1696, duly executed by claimant and counsel, is transmitted herewith. Please note that the fee is being waived in this matter.

If I am not available to take your call, please ask to speak to my paralegal, .

Thank you for your consideration of this case.

Very truly yours,

Attorney at Law

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**Enc.**