

**From:** [Communications, VCF \(CIV\)](#)  
**To:** [Communications, VCF \(CIV\)](#)  
**Subject:** Process Change re: Appeal Hearing Transcript Requests  
**Date:** Friday, February 16, 2024 1:07:48 PM  
**Attachments:** [image001.png](#)

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Good afternoon,

Many of you have reported delays in receiving responses to your Freedom of Information Act ("FOIA") requests for hearing transcripts from the DOJ Civil Division FOIA office. We understand the importance of receiving hearing transcripts in a timely manner. Given the delays with the FOIA office, we have taken this as an opportunity to improve our processes by providing transcripts in the online claims management system, without the need for a FOIA request.

**For Hearings Held on or after January 2, 2024**

Hearings held from **January 2, 2024, thru February 15, 2024**, will be visible by March 15, 2024. For all other hearings, you should allow two (2) weeks from the date of the hearing for the transcript to be available.

Transcripts will be visible in the "View Documents" tab of the online claim.

**For Hearings Held before January 2, 2024**

The VCF will not make all previous transcripts available en masse. However, if you have already submitted a FOIA request for a specific hearing transcript, and are still awaiting a response, please submit a list of the outstanding requests to [VCF.Attorney.Info@usdoj.gov](mailto:VCF.Attorney.Info@usdoj.gov) by **Monday, March 4, 2024**. The list must include the claim number, claimant name, hearing date, and the date you submitted the request to the DOJ Civil Division FOIA office. The VCF will make the requested transcripts visible in the online system within one month of receiving your firm's list.

As always, we welcome your feedback and appreciate your continued collaboration with our team.

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