**Subject:** Request for Change of Venue or Virtual Hearing, Case HS-FEMA-02430-2024

**To:** [federalsectoreeo@eeoc.gov](mailto:federalsectoreeo@eeoc.gov)  
**CC:** [fema-ocr-eeo@fema.dhs.gov](mailto:fema-ocr-eeo@fema.dhs.gov)

**Body:**

Dear EEOC Federal Sector Team and FEMA Office of Equal Rights,

I am writing to request a change of venue or, alternatively, a virtual hearing for my hearing request in case **HS-FEMA-02430-2024** (Hearing Request Number: **460-2025-00150X**). I submitted my hearing request on May 23, 2025, at 8:00 PM EDT (7:00 PM CDT) via the EEOC Public Portal, uploading the document **"Election Letter - HSFEMA-02430-2024-BSMITH SIGNED.pdf"** (attached for your reference).

I reside in Texas, the events related to my complaint occurred in Texas, and all decision-makers involved are located in Texas. However, I have been unemployed since January 2025 and have lost approximately two-thirds of my income due to my termination. Traveling to Washington, DC for an in-person hearing presents a significant financial and logistical hardship.

To accommodate my situation, I respectfully request one of the following:

1. A **change of venue** to a nearby EEOC office, such as the Houston District Office or Dallas District Office, both located in Texas; or
2. A **virtual hearing** conducted via video conference or telephone.

Given the 30-day deadline for filing (due by June 5, 2025), I would greatly appreciate your prompt attention to this request and confirmation of the venue change or virtual hearing arrangement. Please let me know if additional documentation is needed to support my request.

Thank you for your consideration.

Sincerely,  
Max J. Meindl  
[Your Phone Number]  
[Your Email Address]

**Attachment:** Election Letter - HSFEMA-02430-2024-BSMITH SIGNED.pdf