

STATE OF SOUTH CAROLINA
ADMINISTRATIVE LAW COURT

_____,)
(Your name))
_____))
_____))
(The name of the agency you are appealing))
_____)

**NOTICE OF REQUEST FOR CONTESTED
CASE HEARING**

DATE: _____

DOCKET NO. ____-ALJ-__-____-__
(to be assigned by ALC)

Notice is hereby given that _____ (your name) does hereby appeal the decision issued by the above named agency and received on _____ (date), a copy of which is attached. **(YOU MUST ATTACH A COPY OF THE DECISION OR DOCUMENT DESCRIBING THE AGENCY ACTION YOU ARE APPEALING IN ORDER TO HAVE YOUR CASE PROCESSED)**. Please provide a brief statement regarding the issue(s) for which the hearing is requested and the relief requested:

Enclosed is a ____ check ____ money order ____ cash in the amount of \$ _____ for the applicable filing fee in this matter.

Print your name

Sign your name

Mailing Address

City, State, Zip Code

Telephone Number

County of residence or of permit/license at issue

Are you represented by an attorney? _____ Yes _____ No

Are you represented by a CPA? _____ Yes _____ No

Attorney's name

CPA's name

Mailing Address

Mailing Address

City, State, Zip code

City, State, Zip Code

Telephone Number

Telephone Number

CERTIFICATE OF SERVICE

I hereby certify that I, _____ (your name), on the ____ day of _____, 200__, in _____ (city), South Carolina, served a copy of the foregoing Request for Contested Case Hearing on all parties to this matter by depositing the same in the United States Mail, postage paid, and addressed as follows:

Name of person/Agency served: _____

Name of person/Agency served: _____

Address: _____

Address: _____

City, State, Zip Code: _____

City, State, Zip Code: _____

Print your name

Sign your name

- 1) You must complete the **Request for Contested Case Hearing** on the reverse side of these instructions and mail it to the Administrative Law Court at the following address with the appropriate filing fee or Request for Waiver Form:

Clerk's Office
South Carolina Administrative
Law Court
1205 Pendleton St., Suite 224
Columbia, SC 29201

A copy of the Request must also be served on the agency from which you are appealing. If you do not know, you should contact the agency to determine the name of the person to be served with this document.

- 2) **In order for your case to be processed by the ALC, a copy of the decision or document that you are appealing must be attached to the Request for Contested Case Hearing.**