South Carolina Administrative Law Court (SC ALC)

Request for Contested Case Hearing FORM

Mail to: 1205 Pendleton St., Suite 224, Columbia, SC 29201

Last Name:	First:	Middle:	Docket No. (To Be Completed by ALC)

Mailing Address:	City:	State and Zip:

Home Number:	Work Number:	Cell Number:	*E-Mail Address:

*By providing your e-mail address, you consent to receive court orders and notices via electronic transmission

REPRESENTATION

Are you representing yourself? ☐ Yes ☐ No

Are you represented by an Attorney? ☐ Yes ☐ No	Name of Attorney:
Attorney Mailing Address:	City, State and Zip:
Attorney Work Number and Cell Number:	Attorney E-Mail Address:

CASE INFORMATION

Name of Agency that Issued the Decision: (Example – Dept. of Revenue, Dept. of Insurance, DES)

In order to have your case processed, **you must attach the agency decision**. Is it attached?: ☐ Yes ☐ No	If no, please explain:
Date the decision was issued:	Date the decision was received:

Please provide a brief statement regarding why the hearing is being requested and the relief sought:

Payment (applicable **filing fee pursuant to** ALC Rule 71) is being submitted today to the Administrative Law Court

via ☐ Check ☐ Money Order ☐ Cash

via ☐ U.S. Postal Service ☐ Hand-delivery

_____	_____
X *Your Signature or Signature of Attorney*	*Date*

PROOF OF SERVICE (MUST BE COMPLETED)

Your Name:	Date:	City:	State:

I hereby certify that on the date and place listed above, I served a copy of the foregoing Request for Contested Case Hearing **on all other parties** to this matter by depositing the same in the United States Mail, postage paid, and addressed as follows:

Name and/or Agency Name	Address	City, State and Zip
Name and/or Agency Name	Address	City, State and Zip

_____	_____
X *Your Signature or Signature of Attorney*	*Date*

Attention: All cases filed in the Administrative Law Court are subject to the Rules of Procedure found at the Court's website www.scalc.net or from the Clerk of Court. Failure to follow these rules may result in dismissal of your case.