

**INSTRUCTIONS FOR FORM H-06
"PETITION FOR A CONTESTED CASE" AND "CERTIFICATE OF SERVICE"**

PLEASE PRINT CLEARLY OR TYPE

FILL IN BLANKS:

Fill in your county of residence (1), print your name on line (2), and the name of the agency or board about which you are complaining on line (3). Be sure to briefly state the facts about your case. Check all of the items that apply in section (4). Enter the date on line (5), your telephone number on line (6), your address on line (7), print your name on line (8), and sign your name on line (9).

CERTIFICATE OF SERVICE:

You must mail or deliver a copy of your completed petition to the agency or board named on line (3) and complete the "certificate of service" section on your petition, entering the name of the person to whom you mailed or delivered the petition on line (10). You should contact the agency or board to determine the name of the person to be served. Print the name of the state agency involved on line (11), the address of the agency or board on line (12), the date on line (13), and sign your name on line (14).

FILING YOUR PETITION WITH THE OFFICE OF ADMINISTRATIVE HEARINGS:

Your contested case will commence as soon as you file your completed original petition, along with a copy, properly signed, with the Office of Administrative Hearings. Below are the mailing and physical addresses:

**Office of Administrative Hearings
6714 Mail Service Center
Raleigh, NC 27699-6714**

**Office of Administrative Hearings
424 North Blount St.
Raleigh, NC 27601-2817**

If you mail this form, the case commences when it is received and filed in this office.

You may file your petition by fax during normal business hours by faxing the petition to the Clerk's Office at (919) 733-3478.

You may file your petition by electronic mail by an attached file either in PDF format or a document that is compatible with or convertible to the most recent version of Word for Windows by sending the electronic transmission to oah.clerks@ncmail.net. Electronic mail without attached file shall not constitute a valid filing.

OAH must receive the original signed document and one copy within seven business days following the fax or electronic transmission for the petition to be deemed "filed" on the fax or electronic transmission date.