

Procedure for Appealing to the Office of Administrative Hearings with the Administrative Law Judge issuing the Final Decision or Order

Filing an OAH Form H-06A begins an appeal of a final agency decision to the Office of Administrative Hearings (OAH). This form must be received by the OAH within 30 calendar days of the final agency decision of County Department of Social Services at:

Office of Administrative Hearings
1711 New Hope Church Road
6714 Mail Service Center
Raleigh, NC 27699-6714
(919) 431-3000

To request this form, contact the OAH at (919) 431-3000. You may request that the Petition form be mailed or faxed to you or you can obtain the form on line at www.ncoah.com/. The certificate of service is included on the bottom of the Petition form. OAH will also include a page titled, *Instructions for Form H-06 "Petition for a Contested Case" and "Certificate of Service."*

The Office of Administrative Hearings must receive the original plus one copy of the Petition and a certificate of service within thirty (30) days after the final agency decision is received. If a petition is not filed within this timeframe, the right to appeal may be lost.

A copy of the completed Petition and certificate of service must also be mailed, delivered, or faxed to the registered agent XXXXXX YYYYYY, Director, of County Department of Social Services. Failure to do so may result in the dismissal of the appeal.

The Office of Administrative Hearings charges a filing fee for each petition filed. Please contact their office at (919) 431-3000 to obtain information regarding the amount of the filing fee and accepted forms of payment. Failure to pay the filing fee may void the petition.