

Appeal of Administrative Order and Petition for Review; Hearing de Novo Forms and Instructions

Instructions

STEP 1

Fill out the Petition for Review form completely. The case heading (names and case number) at the top of each form will be the same as it is on the petition that started your original case.

STEP 2

Make three copies of the Petition for Review (one to mail to the administrative agency, the second to mail to the other parent, and the third to keep for your records).

STEP 3

Mail a copy of the Petition for Review to either the Division of Child Support or Family Law Division of the District Attorney's Office, whichever administrator initiated the case, and to the other parent, using regular first-class mail. Fill out the Certificate of Mailing for completely.

STEP 4

File the original Petition for Review and Certificate of Mailing form with the Cashiers on the second floor of the courthouse. There is a filing fee for this court action. Check with the Family Court Assistance Office or court clerk for the current fee schedule. You may ask the court to defer or waive payment of this fee by filling out an "[Application for Waiver or Deferral of Fees](#)" form. You may obtain the form from the Cashiers or the Family Court Assistance Office or download the form from the Court's website at www.courts.oregon.gov/lane. (If the court "defers" the fee, you will be required to pay all deferred fees prior to entry of the final judgment or, reapply for an "[End of Case](#)" fee waiver.) In most circumstances, fee applications can be reviewed by the Cashiers during regular business hours at the time you file the other forms.

STEP 5

Attend all hearings. If you don't receive notice of a hearing, check with either the administrative agency handling your case or the court to find out the status of your request.

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF LANE

In the Matter of: _____) Case No. _____
)
)
_____) APPEAL OF ADMINISTRATIVE
Petitioner,) ORDER & PETITION FOR
and) REVIEW; HEARING DE NOVO
) [ORS 416.427(6)]
)
_____)
Respondent.)

I am the Petitioner Respondent in the above-referenced action and I request a hearing to appeal all or part of the administrative order as follows: _____

Additional page attached, labeled "Petition Continued."

I will will not be represented by a lawyer at the hearing.

Lawyer Name _____.

Notice of the time and place of the hearing can be mailed to me at the address below.

Dated: _____, 20__.

Signature of Petitioner Respondent

Print Name

Address or Contact Address

City, State, Zip Code

Telephone or Contact Telephone

IN THE CIRCUIT COURT OF THE STATE OF OREGON
COUNTY OF LANE

In the Matter of: _____)
)
)
 _____)
 Petitioner,)
)
 and)
)
 _____)
 Respondent.)
)

Case No. _____

CERTIFICATE OF MAILING
 to ADMINISTRATIVE AGENCY
 to Other Parent

I certify that on (date) _____, 20____, I placed a true copy of the *Appeal of Administrative Order and Petition for Review* in the above case in the United States mail addressed to the Administrative Agency initiating the case (check one):

- Division of Child Support
 Family Law Division of the District Attorney's Office

at _____
Address City, State Zip Code

in a sealed envelope with first class postage fully prepaid.

I certify that on (date) _____, 20____, I placed a true copy of the *Appeal of Administrative Order and Petition for Review* in the above case in the United States mail addressed to: __

(Name of Other Parent)
at _____
Address, City, State Zip Code

in a sealed envelope with first class postage fully prepaid.

Dated: _____, 20_____.

Signature of Petitioner Respondent Print Name

Address or Contact Address City, State, Zip Telephone or Contact Telephone