

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.

STEP 4

Fill out the Certificate of Mailing form completely.

STEP 5

File the original Petition for Review and Certificate of Mailing form with the court clerk on the second floor of the courthouse. There is a filing fee for this court action. Check with the Family Court Specialist or court clerk for the current fee schedule. You may ask the court to defer payment of this fee by filling out an "Application for Waiver or Deferral of Fees" form. You may obtain the form from the court clerk or the Family Court Specialist. You will need to attend an Ex parte hearing to have a judge make a decision on the fee deferral. Ex parte takes place on Monday through Friday from 8:30 to 8:50 a.m. It is a proceeding where judges are available to sign documents and you do not need to have an appointment to attend. You will not be allowed to file the Petition for Review form until you either pay the fee, or get the deferral form signed by a judge. (If the court "defers" the fee, you will be required to pay all deferred fees prior to entry of the final judgment.) You must file your deferral and appeal forms on the same day you see a judge for the fee deferral.

STEP 6

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

