

Appeal Process

The Compilation of Rules and Regulations of the State of Georgia §672-1-.05 provides in pertinent part:

The hearing and appeal procedures provided under the Georgia Administrative Procedure Act, O.C.G.A. §§ 50-13-1 *et seq.*, shall be followed in cases which are directed by statute to be conducted pursuant to the Administrative Procedure Act and in cases where no procedure is specified by law. Contested cases, pursuant to the Georgia Administrative Procedure Act shall be conducted in accordance with the procedures provided therein:

- (a) Initiating a contested case. Any person who is legally entitled to contest a ruling or order of the Department may do so by filing with the Department a request for hearing which shall contain the following:
 - 1. A title which indicates the nature of the proceedings;
 - 2. The complete name and address of the party filing the request;
 - 3. The name and address of all other interested parties;
 - 4. A clear and concise statement of the facts upon which the contested case arises;
 - 5. A prayer setting forth the relief sought; and
 - 6. If the party filing the request is represented by counsel, the name and address of counsel.

- (b) Limitation on right to a hearing. The Department will grant hearings as a matter of right only upon timely receipt of a request therefore as described in (a) above, but may, in its discretion, allow extensions of time and amendment of requests for good cause shown, except where an extension of time for a request for a hearing is not permitted by law.

- (c) Responses to requests for hearing. The Department will respond to all requests for hearings with scheduling a hearing through the Office of State Administrative Hearings and in accordance with the Georgia Administrative Procedures Act, O.C.G.A. §§ 50-13-1 *et seq.* or with an order denying the request for hearing and stating the reasons for the denial.