



*State of North Carolina
Department of the Secretary of State*

Elaine F. Marshall
SECRETARY OF STATE

CHARITABLE SOLICITATION LICENSING DIVISION

NOTICE OF APPEAL RIGHTS

Pursuant to Chapters 131F (the Charitable Solicitation Act) and 150B of the North Carolina General Statutes, if you wish to appeal the CSL decision that licensing requirements have not been satisfied, you must file a Petition for a Contested Case Hearing at the Office of Administrative Hearings (OAH). Beginning on October 1, 2009, OAH is charging a filing fee for certain types of cases. The fee is payable at the time the Petition is filed. Additional details will be posted on the OAH website, www.ncoah.com, as the Rules concerning the filing fee are established. Further information related to OAH proceedings, including a form Petition and other documents, may be accessed from the website or by writing to OAH at the following address:

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

The street address of OAH is as follows:

Office of Administrative Hearings
1711 New Hope Church Road
Raleigh, NC 27609

OAH Phone Number: 919-431-3000

OAH Fax Number: 919-431-3100

Mandatory timelines govern the hearing process. Under relevant provisions of N. C. Gen. Stat. §§131F-5(b), 131F-15(e), and 131F-16(e), the Petition for a Contested Case Hearing must be filed within seven (7) days of your receipt of the enclosed letter and this Notice. If you appeal, your Petition for a Contested Case Hearing must be served on the authorized agent of the Secretary of State, who is Ann Wall, General Counsel to the NC Department of the Secretary of State, PO Box 29622, Raleigh, NC 27626-0622. Service on CSL or any of its employees is not proper service.

If you do not file at OAH within the seven day timeframe, you will likely be forever barred from contesting the Department's decision in the letter enclosed with this Notice. The statute of limitations for challenging the Department's decision that licensing requirements have not been satisfied will have run.

If you file a timely Petition for a Contested Case Hearing, OAH must schedule and hold a Hearing within seven (7) days of the date on which the Petition is filed and must issue a Recommended Decision within three (3) days of the Hearing. A Final Decision must be made within two (2) days after the Recommended Decision is issued. As timelines are mandated by the Charitable Solicitation Act, OAH must strictly follow them. You must, therefore, be ready to proceed quickly once you have filed the Petition.