

**Appeal of Administrative Order  
and Petition for Hearing de Novo  
Forms and Instructions  
Packet Number 14B**

**Instructions**

**STEP 1**

Fill out the Petition for Hearing de Novo form completely except for where it says “I certify this is a true copy.” You will sign this line on the copies you make for the administrative agency and the other parent. 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 Hearing de Novo (one to mail to the administrative agency, the second to mail to the other parent, and the third to keep for your records). Sign the copies for the administrative agency and the other parent where it says: “I certify this is a true copy.”

**STEP 3**

Mail a copy of the Petition for Hearing de Novo 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 Hearing and the Certificate of Mailing 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 hearing 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 ) 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 an attorney at the hearing.

Attorney Name \_\_\_\_\_.

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

**Certificate of Document Preparation.** You are required to truthfully complete this certificate regarding the document you are filing with the court. Check all boxes and complete all blanks that apply:

I selected this document for myself and I completed it without paid assistance.

I paid or will pay money to \_\_\_\_\_ for assistance in preparing this form.

Dated: \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of  Petitioner  Respondent

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address or Contact Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone or Contact Telephone

I certify this is a true copy: \_\_\_\_\_

Signature

