

PROCEDURE
HEARING EXAMINER E-FILE SYSTEM
E-FILING A CITATION APPEAL

1. Log in to the Office of Hearing Examiner e-File System
2. Click on ***File a Citation Appeal***
3. Enter the citation number in the box, including the dashes
4. Click ***Create***

Appeal Details Page

5. Select the hearing type (Mitigation or Contested)
 - a. If contested hearing is selected, **enter** the reason why you believe you are not responsible for the violation
6. Check the interpreter box **and** enter a language (*Skip this box if you do not need an interpreter.*)
7. Press ***Continue***

Contacts Page (*Note: most of the fields on this page are required.*)

8. Enter all your (appellant) information.
9. Press ***Continue***

Review/Submit Page

10. Check the acknowledgement box, below the *Terms and Conditions*, only after you have thoroughly reviewed your submission for accuracy and you are ready to submit your citation appeal request (*Please note: there are no changes allowed to this electronic submission once you click the Submit button.*)
11. Click ***Submit***