



TO FILE A PETITION WITH THE OFFICE OF ADMINISTRATIVE HEARINGS REGARDING AN UNPAID OPEN ROAD TOLL PURSUANT TO G.S. § 136-89.218, PLEASE FOLLOW THE DIRECTIONS BELOW:

STEP 1 — REQUESTING THE FORM:

Contact the Office of Administrative Hearings (OAH) at 919-431-3000. You may request that the Petition form be mailed or faxed to you or you can obtain the form online at www.ncoah.com/. The certificate of service is included on the bottom of the Petition form. OAH will also include a page titled, instructions for Form H-06, "Petition for a Contested Case" and "Certificate of Service."

STEP 2 — FILLING OUT THE FORM:

Once you receive the Petition and instruction sheet, read the instructions carefully and complete the top and bottom portions of the form.

STEP 3 — SUBMITTING THE COPIES:

The ORIGINAL PLUS ONE COPY of the Petition and certificate of service must be received by the Office of Administrative Hearings within sixty (60) days after the notice of the Agency's decision regarding your toll is received. (REFER TO OAH INSTRUCTION SHEET FOR MAILING AND PHYSICAL ADDRESSES). If a petition is not filed within this timeframe, the right to appeal may be lost. A copy of the completed Petition and certificate of service must also be mailed, delivered, or faxed to the DOT Process Agent for the N.C. Department of Transportation, address noted below under step 4. FAILURE TO DO SO MAY RESULT IN THE DISMISSAL OF THE APPEAL.

STEP 4 — FILING FEE:

The Office of Administrative Hearings charges a \$20.00 filing fee for each petition filed. Please contact their office at 919-431-3000 to obtain information regarding the accepted forms of payment.

As stated above in step 3, you must also serve a copy of the petition for a contested case hearing on the North Carolina Department of Transportation by personal delivery or by certified or registered mail, return receipt requested to: DOT Process Agent, N.C. Department of Transportation, 1 South Wilmington Street, 1501 Mail Service Center, Raleigh, North Carolina 27699-1501.