

## **Information to Litigants on Contested Case Hearings**

### **Filing and Assignment of a Contested Case with the Administrative Law Court**

Complete the Request for Contested Case Hearing and Certificate of Service form in its entirety. File the original by mailing it or hand-delivering it to the Administrative Law Court, along with a copy of the decision from the agency and the appropriate filing fee. Be sure to serve a copy of the Request on the agency which you are appealing as well as any other known parties or protestants.

Your case will be deemed filed with the Administrative Law Court upon receipt of your request and filing fee, and will normally be assigned to an administrative law judge within a week of filing. You should receive a Notice of Assignment within a few days of your case being assigned. The Notice of Assignment will have the case caption, docket number, date of filing and the name of the administrative law judge assigned to your case. Once your case has been assigned, all filings and questions regarding your case should be directed to the assigned judge.

### **Publication of Final Orders**

Final Orders of the Administrative Law Court are public documents, unless confidentiality is allowed or required by law, and are available for inspection at the Court's offices. Final Orders are also posted on the Internet. The Court's web page can be found at:  
**[www.scalc.net](http://www.scalc.net)**.

### **Return of Exhibits**

Exhibits introduced in a hearing may be returned to the submitting party, upon order of the Court, one year after the final order and decision has been issued. In cases appealed from the Court, exhibits remaining in the Court's custody may be returned upon exhaustion of further appeal. The Clerk may destroy unclaimed exhibits 30 days after notice to the submitting party has been attempted.

### **Appeals Process**

The decision of the Administrative Law Judge may be appealed as provided by law (See S.C. Code 1-23-610). The original notice should be filed with the reviewing court or board and a copy of the notice of appeal filed with the Clerk of the Administrative Law Court (See ALC Rule 31).

### **Request for Transcripts**

Any party filing an appeal of an Administrative Law Judge decision must order a transcript and is responsible for payment. (See ALC Rule 31 and 32) The party must make a request directly to the hearings reporter of the proceeding, and provide advance payment for the transcription.