

# APPEAL INSTRUCTIONS

Reference: POST Rule 464-8, Hearings.

**Notice:** Failure to properly file a timely appeal will result in:

- Dismissal of your appeal; and
- Council action will become final.

## To Request a Pre-Hearing Conference after the Probable Cause Committee's initial decision.

Within thirty (30) calendar days after service of the Probable Cause Committee's action, you must submit the following:

- (a) **A clearly written expression** that you want the opportunity to appeal the Council's decision.
- (b) File a written response **admitting or denying** each and every allegation in the Case Summary. The response **must be under oath** (signed in front of a notary public).
- (c) Include the required **Administrative Fee**. (see below)
- (d) Mail the appeal and response by Certified Mail to the attention of:

Director Julie Bradley  
Georgia POST Council  
P. O. Box 349  
Clarkdale, Georgia 30111  
Phone: (404) 304-1331

## Administrative Fees

The POST Council requires an administrative processing fee to file an appeal. The appeal processing fee is \$100. Additional fees apply for probation monitoring. For more information, see the Administrative Fee schedule on the POST website: [www.gapost.org](http://www.gapost.org). Fees may be paid on-line or by certified check/money order made payable to Georgia POST Council. No cash or personal checks will be accepted. Fees are not refundable.

## **Scheduling a Pre-Hearing Conference**

If you file a timely appeal and meet all other requirements, the case will be transferred from the Investigations Division to the Hearing Unit. The Hearing Unit will schedule a Pre-Hearing Conference. You will be notified of the date, time and location of the Pre-Hearing Conference.

For information on the status of an appeal, to include scheduling, your point of contact is:

Lara Hollister  
Georgia POST Council  
P. O. Box 349  
Clarkdale, Georgia 30111  
Email: [lhollister@gapost.org](mailto:lhollister@gapost.org)  
Phone: (470) 707-2455

## **To Request a Hearing at OSAH.**

Within thirty (30) calendar days after service of proposed Council action, you must submit the following:

- (a) **A clearly written expression** that you want the opportunity to appeal the Council's decision
- (b) File a written response **admitting or denying** each and every allegation in the Case Summary. The response **must be under oath** (signed in front of a notary public).
- (c) Include the required **Administrative Fee**. (see below)
- (d) Mail the appeal and response by Certified Mail to the attention of:

Director Julie Bradley  
Georgia POST Council  
P. O. Box 349  
Clarkdale, Georgia 30111  
Phone: (404) 304-1331

## **Administrative Fees**

The POST Council requires an administrative processing fee to file a hearing at OSAH. The appeal processing fee is \$400. Additional fees apply for probation monitoring. For more information, see the Administrative Fee schedule on the POST website:

How Do I Appeal a POST Decision?

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