

## APPEAL RIGHTS

**Reconsideration:** You have the right to request that the Administrative Law Judge (ALJ) reconsider this Final Order. RCW 34.05.470 and WAC 388-02-0605. Your request must be in writing and must be received by the ALJ within ten (10) calendar days of the mailing date of the Final Order. You may use the enclosed Request for Reconsideration form. If the reconsideration request is not received within this ten-day period, it will not be considered, and the timeline to ask for superior court review continues to run. Send your request to the following address:

Office of Administrative Hearings  
PO Box 42489 Olympia, WA 98504  
Phone: (800) 845-8830  
Fax:

If the reconsideration request is timely, the ALJ then has twenty (20) days to either decide the request or mail you and the other parties a written notice specifying the date the ALJ will decide the request. The reconsideration request is denied if no action is taken by the ALJ within the twenty-day period. If the request is timely, the timeline to ask for superior court review will start on the date the reconsideration order is mailed.

**Superior Court Review :** You also have the right to appeal this Final Order to superior court within thirty (30) calendar days of the mailing date of the Final Order. RCW 34.05.542(3) and WAC 388-02-0645. You do not need to file a request for reconsideration before requesting review in superior court. DSHS cannot request superior court review. Please refer to WAC 388-02-0650 for information about how to serve your request for superior court review.

**This is an example that provides general information to help you compare it with the documents you received.**

## REQUEST FOR RECONSIDERATION

Name: \_\_\_\_\_ Docket No. \_\_\_\_\_ Case Number \_\_\_\_\_

Address: \_\_\_\_\_ Agency No. \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Please explain why you want the Final Order reconsidered. You may attach additional pages. Try to be specific. For example, explain:

- Why you think the Order is wrong (why you disagree with it).
- How the Order should be changed.
- The importance of certain facts that the Administrative Law Judge should consider.

**I want the Administrative Law Judge to reconsider the Final Order because:**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**This is an example that provides general information to help you compare it with the documents you received.**