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## **PROCEDURES FOR FILING ADMINISTRATIVE APPEALS**

In order to properly appeal an **administrative decision** issued by a City Department to the **Department of Appeals & Hearings (DAH)**, you must file the proper documentation and pay the applicable filing and other fees. If you are not certain as to the proper filing and appellate procedures, please **consult an attorney**. **The DAH does not provide legal assistance.**

To file an Administrative Appeal, **within 21 days** of the date of issuance of the City Department's administrative decision (NOTE: the rules of the Department that issued the decision may shorten the time for filing an appeal), you **must** do all of the following:

1. **At the DAH**, pay the DAH **Appeal Processing Fee** of \$25 (payable to *Treasurer City of Detroit*; and
2. **At the DAH**, file the signed **Claim of Appeal** (form available at DAH); and
3. **At the DAH**, file the signed **Right to Appeal Certificate** (obtain from the department that issued the administrative decision); and
4. **At the Department that Issued the Administrative Decision**: obtain the signed **Right to Appeal Certificate**; and
5. **At the Department that Issued the Administrative Decision**: serve a copy of the **Claim of Appeal**; and
6. Proceed accordingly pursuant to the administrative appeals and other rules of the Department that issued the administrative decision, the Rules & Procedures of the DAH's Administrative Appeals Bureau, as well as applicable City ordinances, State statutes and rules.