

**Procedure For Filing a Petition
for a Formal Appeal
from an Adverse Decision
from New Jersey's Clean Energy Program**

Under the Board's Rules of Practice, N.J.A.C. 14:1-1 et seq., seeking an appeal from a decision of the Clean Energy Program requires that you file a petition, which is a request for a formal hearing. Please include a dated cover letter which references the New Jersey's Clean Energy Program at the top of the page and contains contact information for the petitioner, including name, address, city, zip code, phone number, and, if available, an email address.

The petition should include the following:

- Basic facts of your case, clearly written in numbered paragraphs.
- A statement summarizing any assistance you may require, such as handicap access or an interpreter.
- A filing fee of \$25.00, in the form of a check, made payable to: "Treasurer, State of New Jersey."

The original petition, plus six copies, must be filed with the Board Secretary at:

2 Gateway Center
Suite 801
Newark, New Jersey 07102

Once your petition is filed, it will be given a Docket Number. You should include this Docket Number on all future correspondence concerning your matter to ensure proper identification.

The Board will review the matter to determine if it is a "contested case" such that evidentiary hearings are required. A contested case may be heard by the Board or sent to the Office of Administrative Law to be heard by an Administrative Law Judge. You will be notified by the Board or the Office of Administrative Law of the date assigned for a hearing. Prior to any hearing, conferences may be scheduled by the Board or by the Office of Administrative Law, in an effort to identify the specific issues involved in your petition and to permit an opportunity for settlement.

By regulation, the cost of a transcript plus the daily appearance fee for the court reporter is your responsibility as the petitioner.

Under the Administrative Rules of Practice, N.J.A.C. 1:1-5.1, an individual appearing on his or her own behalf or a principal of a close corporation may appear without an attorney; all others are required to be represented by an attorney authorized to practice in the State.