

DeKalb County Government

Optional — Respondent Is Not Obligated to File an Answer

Appendix C — Respondent's Answer to Complaint

Date: _____

Complaint Tracking No.: _____

Respondent Name: _____

Respondent Address: _____

Phone / Email: _____

Response to Allegations

Describe your response to the allegations in the complaint (attach additional pages and supporting documentation as needed):

Witnesses (name/contact, if any): _____

Note: This Answer must be filed within fifteen (15) days of receiving notice of the hearing officer's appointment. Filing an Answer is optional; failure to file does not waive your right to appear and be heard at a hearing, if one is scheduled.

Signature of Respondent or Authorized Representative: _____

Date: _____

For Office Use Only

Date Received: _____

Forwarded to Hearing Officer On: _____