

DeKalb County Government
Served on Complainant and Respondent

Appendix E — Hearing Officer Appointment Notice

Date of Notice: _____

Complaint Tracking No.: _____

Hearing Officer Appointed: _____

Hearing Officer Bar No. / License No.: _____

This complaint was not resolved through mediation, or one or more parties elected not to participate in mediation. Pursuant to Section 15-568 of the Ordinance, the above-named hearing officer has been appointed by random selection from the County's roster of qualified attorneys to review this matter.

The Respondent has fifteen (15) days from the date of this notice to file a written Answer to the Complaint (Appendix C). Filing an Answer is optional.

The hearing officer will review the complaint and any answer to determine whether the matter should proceed. The parties will be notified in writing of the outcome of that review.

Delivery

- ☐ Personal Service
- ☐ Certified Mail, Return Receipt Requested
- ☐ Statutory Overnight Delivery
- ☐ Electronic Mail (by consent of the parties)

Date Served: _____

Served By: _____