



N.C. Occupational Safety and Health Review Commission

Contested Case Checklist – Fax

**Or email scanned documents to carrie.boring@labor.nc.gov AND
nancy.swaney@labor.nc.gov**

Employer: _____ **Inspection No.:** _____

Contact Name: _____ **Contact Phone Number:** _____

	Item	Included?	Explanation
Contestment Information:			
1.	Notice of Contest From Employer w/ Date Stamp <input type="checkbox"/> U.S. Mail <input type="checkbox"/> Fax <input type="checkbox"/> E-Mail	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date received: Late? <input type="checkbox"/> Yes <input type="checkbox"/> No Note:
2.	Copy of Envelope Containing Notice of Contest, Fax Cover Sheet OR Original E-Mail and Attachment w/ Date Stamp	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date received:
3.	No Change Letter OR Proposed Settlement Agreement Cover Letter (NOT Settlement Agreement)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date received:
4.	White Certified Mail Receipt for No Change Letter OR Proposed Settlement Agreement Cover Letter (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date received:
5.	Signed Green Card for No Change Letter OR Proposed Settlement Agreement Cover Letter w/ Date Stamp (front and back) (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date received:
Citation Information:			
6.	Page 1 of Citation Package	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7.	Page 1 of <i>Invoice/Debt Collection Notice</i> from Citation OR Summary of Proposed Penalties	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8.	White Certified Mail Receipt for Citation Package	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9.	Signed Green Card for Citation Package w/ Date Stamp (front and back)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date received: