



**N.C. Occupational Safety and Health Review Commission**  
**Contested Case Checklist – Fax**  
**Or email scanned documents to [karissa.sluss@labor.nc.gov](mailto:karissa.sluss@labor.nc.gov) AND**  
**[barbara.westphal@labor.nc.gov](mailto:barbara.westphal@labor.nc.gov)**

**Employer:** \_\_\_\_\_ **Inspection No.:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Contact Phone Number:** \_\_\_\_\_

	<b>Item</b>	<b>Included?</b>	<b>Explanation</b>
<b>Contestment Information:</b>			
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:
<b>Citation Information:</b>			
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: