



# Filing a Petition with the Office of Administrative Hearing

If a toll dispute has already been filed with NC Quick Pass and has been denied, a petition may be filed with the Office of Administrative Hearings. To file a petition with the Office of Administrative Hearings regarding an unpaid open toll pursuant to G.S. 136-89.218, please follow the directions below:

## 1 Requesting the Form

Contact the Office of Administrative Hearings (OAH) at (984) 236-1850. You may request that the petition form (Form H-06: General Petition Form) be mailed or faxed to you or you can obtain the form online at [ncoah.com](http://ncoah.com).

## 2 Filling Out the Form

Once you receive the Petition and instruction sheet, read the instructions carefully and complete the top and bottom portions of the form.

## 3 Submitting the Copies

The ORIGINAL PLUS ONE COPY of the petition and certificate of service must be received by the Office of Administrative Hearings within sixty (60) days after the notice of the Agency's decision regarding your toll dispute is received. (REFER TO OAH INSTRUCTION SHEET FOR MAILING AND PHYSICAL ADDRESSES) If a petition is not filed within this timeframe, the right to appeal may be lost. A copy of the completed petition and certificate of service must also be mailed, delivered, or faxed to the Process Agent for the N.C. Department of Transportation, address noted below. FAILURE TO DO SO MAY RESULT IN THE DISMISSAL OF THE APPEAL.

## 4 Filing Fee

The Office of Administrative Hearings charges a \$20.00 filing fee for each petition filed. Please contact their office at (984) 236-1850 to obtain information regarding the accepted forms of payment.

As stated above in step 3, you must also serve a copy of the petition for a contested case hearing on the North Carolina Department of Transportation by personal delivery or by certified or registered mail, return receipt requested to:

DOT Process Agent, N.C. Department of Transportation,  
1 South Wilmington Street,  
1501 Mail Service Center,  
Raleigh, North Carolina 27699-1501

## 5 Where to Submit

A copy of the petition must be served by personal delivery or by certified or registered mail, return receipt requested to one of the NCDOT's registered agents as referenced below:

Beth Smith, Process Agent  
Dana Friedrichs, Process Agent  
Natalie Carter, Process Agent

N.C. Department of Transportation  
1. South Wilmington Street  
1501 Mail Service Center  
Raleigh, North Carolina 27699-1501

### Contact Us

Online  
[ncquickpass.com](http://ncquickpass.com)

Customer Service Center  
200 Sorrell Grove Church Road, Suite A  
Morrisville, NC 27560

Phone  
(877) 769-7277

Fax  
(919) 388-3279