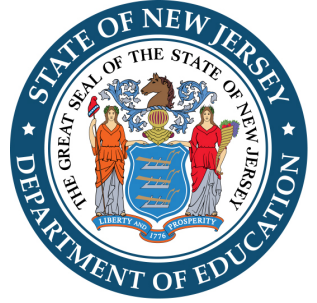


Pro Se Petition of Appeal

Please note: This petition of appeal template is made available for convenience purposes only; this form does not have to be used in order to initiate a contested case before the Commissioner of Education. *All* information on this form, with the exception of fields marked "optional," is required in order to initiate a contested case. Failure to complete any area may delay the opening of your petition.



Date:

Section I. Parties' Information

Petitioner's information

Name:

Address:

Daytime phone/cell phone:

Email address:

Respondent's information:

Name:

Address:

Phone number:

Email address (optional):

Section II. Statement of Specific Allegations and Essential Supporting Facts

Petitioner hereby requests the Commissioner of Education to consider a controversy which has arisen between petitioner and respondent pursuant to the authority of the Commissioner to hear and determine controversies under the school law (N.J.S.A. 18A:6-9), by reason of the following facts:

(In this section, please set forth in as many itemized paragraphs as are necessary to identify the specific allegation(s), and the supporting facts, which constitute the basis for the dispute. Please attach additional sheets as necessary.)

Section III. Relief Requested

Wherefore, petitioner requests the following relief:

(In this section, please set forth the relief desired. Please attach additional sheets as necessary.)

Petitioner Signature:

Date:

Section IV. Statement of Verification

_____, of full age, being duly sworn upon his or her oath according to law deposes and says
name of petitioner

- I am the petitioner in the foregoing matter.
- I have read the petition and aver that the facts contained therein are true to the best of my knowledge and belief.

Petitioner signature: _____

Date: _____

Section V. Proof of Service

You must provide a copy of this petition of appeal to the respondent (or their attorney). Please see the options below.

1. Deliver a copy of the petition in person. Ask the recipient to sign a receipt. Include a copy of the receipt when you file this form.
2. Mail a copy of the petition by certified mail. Include a copy of the certified mailing receipt when you file this form.
3. Mail a copy of the petition by regular mail. Prepare and sign a affidavit or certificate of service. Include a copy of the affidavit certificate of service when you file this form.

Section VI. If Seeking Relief on an Emergent Basis

If relief is sought on an emergency basis, the petitioner must additionally file a motion accompanied by a memorandum addressing the standard for granting such relief pursuant to *Crowe v. DeGioia*, 90 N.J. 126 (1982); see N.J.A.C. 6A:3-

1.6. This means the petitioner must demonstrate that:

- The petitioner will suffer irreparable harm if the requested relief is not granted;
- The legal right underlying petitioner's claim is settled;
- The petitioner has a likelihood of prevailing on the merits of the underlying claim; and
- When the equities and interests of the parties are balanced, the petitioner will suffer greater harm than the respondent will suffer if the requested relief is not granted.

If possible, please file your Petition of Appeal by emailing it to ControversiesDisputesFilings@doe.nj.gov. If you are unable to file by email, please mail your Petition of Appeal to:

Commissioner of Education
c/o Director of Office of Controversies and Disputes
New Jersey State Department of Education
P.O. Box 500,
Trenton, New Jersey 08625.