



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
MICHIGAN OFFICE OF ADMINISTRATIVE HEARINGS AND RULES

ORLENE HAWKS  
DIRECTOR

December 6, 2019

██████████  
██████████  
██████████

Re: 19-006840 and 19-006840-Recon

Dear ██████████:

The Michigan Office of Administrative Hearings and Rules (MOAHR) received your November 22, 2019 letter, where you express concerns about your appeal of the Hearing Decision issued by Administrative Law Judge (ALJ) ██████████ addressing State Emergency Relief burial assistance for ██████████. Once ALJ ██████████ issued the September 30, 2019 Order Denying Request for Rehearing and/or Reconsideration, your administrative remedies with MOAHR were exhausted, and any further appeal of the matter required a filing with the circuit court, as provided in the "Notice of Appeal" at the bottom of the Order Denying Request for Rehearing and/or Reconsideration.

In your letter, you indicate that you have been unable to file your appeal at your local circuit court. MOAHR is not affiliated with the circuit court and cannot provide you with any assistance in filing your appeal with the court. Once you have filed an appeal and can provide MOAHR with the circuit court appeal docket number, MOAHR can provide a certified copy of the administrative record to the court. You can use the attached document to make this request **after** you have filed your appeal and have a circuit court docket number.

Sincerely,

**Alice C. Elkin**  
Administrative Law Manager  
Benefit Services Division - Detroit  
Michigan Office of  
Administrative Hearings and Rules

Enclosure



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

**Michigan Office of Administrative Hearings and Rules**

Date of Request:  
\_\_\_\_\_

**Certified Record Order Form**

Requested By (name and address to be mailed):  
\_\_\_\_\_

LARA Agency:  
MOAHR  
\_\_\_\_\_

Description of Certified Record Request:  
Name of MOAHR case: \_\_\_\_\_  
MOAHR Docket No.: \_\_\_\_\_  
MOAHR Hearing date: \_\_\_\_\_  
Circuit Court Name and Docket No. to send Cert. Record: \_\_\_\_\_  
\* Please note that the Certified Record will not include a transcript of the hearing recording. MOAHR does not produce transcripts. Transcripts must be ordered separately through a state-contracted transcript vendor.

Charges, if applicable:

Certified Record: \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Number of Pages Cost Per Page

Send copy of this form (and if applicable a check or money order, payable to "State of Michigan") to address or fax number entered below:

No charge for circuit court and parties  
Total Charges: \$ \_\_\_\_\_

Agency sending this invoice must enter their mailing address in this box.  
State of Michigan  
Mich. Office of Administrative Hearings and Rules  
P.O. Box 30695  
Lansing, MI 48909  
Ph: (517) 335-2484  
Fax: (517) 335-6696

Prepaid Amount: \$ \_\_\_\_\_

**PAY THIS AMOUNT:** \$ \_\_\_\_\_

For agency processing only	Date Cert. Record Request received: _____	Date Cert. Record mailed: _____
Completed By: _____	Date: _____	
Bureau: Michigan Office of Admin. Hearings and Rules	Division: _____	Telephone Number: _____