



**ROADSIDE INSPECTION  
INSTRUCTION SHEET  
NOTICE OF PRELIMINARY DETERMINATION**

***Please read this instruction sheet carefully. It contains information about your rights and responsibilities in regard to this Notice of Preliminary Determination.***

You have received a "Notice of Preliminary Determination" as described in Rule 4901:2-7-12, Ohio Administrative Code (O.A.C.). **Within 30 days of this notice, you must either: (1) pay the assessed civil forfeiture or (2) file a written request for an administrative hearing.** If you do not pay the forfeiture or file a request for an administrative hearing within 30 days of this notice, your case will be placed in our default process. Both procedures are described below.

**1. How to Pay the Forfeiture**

If you do not wish to further contest the violations described in this notice, you may make payment of the civil forfeiture indicated in this notice via one of the following methods:

**Online** at <https://omcis.puc.state.oh.us/home.aspx>. You will need your case number and PIN located on the enclosed voucher.

**Mail**: send a check or money order (no Canadian postal money orders) made payable to "Treasurer, State of Ohio." **In order to assure proper credit, you must write the case number on the face of the check or money order.** Please send payment to the following address:

Public Utilities Commission of Ohio  
Attn: CF Processing  
180 East Broad Street, 4th Floor  
Columbus, OH 43215-3793

**2. How to File a Request for an Administrative Hearing**

If you wish to further contest the violations described in this notice, **you should file a "Request for an Administrative Hearing"** with the Commission's Docketing Division as described in Rule 4901:2-7-13, O.A.C. Your "Request for an Administrative Hearing" must be **in writing** and must contain the **case number** indicated on this notice. Also, please include the **contact name, address, and telephone number**, of the person to whom further communications regarding this matter should be directed. The request shall be signed by the respondent or its authorized representative. A copy of this "Notice of Preliminary Determination" must be attached to your request.

Your "Request for an Administrative Hearing" must be mailed or hand-delivered **within 30 days of this notice** to the following address:

Public Utilities Commission of Ohio  
Attn: Docketing Division  
180 East Broad Street  
Columbus, OH 43215-3793

**3. Failure to Submit a Request for an Administrative Hearing**

If you do not serve a timely "Request for an Administrative Hearing" in the manner described above, you will forfeit your right to further contest the violations described in this notice and the occurrence of the violations will be conclusively established. Such failure shall also constitute a waiver of your right to further contest liability to the state of Ohio for the civil forfeiture described in

THOMAS OVERTURF  
5162 East 112<sup>th</sup> Street  
Garfield Heights, Ohio 44125  
216/856-0307

February 9, 2015

Public Utilities Commission  
180 East Broad Street  
Columbus, Ohio 43215

RE: **Thomas Overturf**  
**Case #OH0616002692D**

Dear Sir or Madam:

Please let this letter serve as a "Request for an Administrative Hearing" relative to Thomas Overturf, PUCO case #OH0616002692D.

Enclosed you will find a copy of the Notice of Preliminary Determination received on January 26, 2015.

Also, please forward a time stamped copy of this letter to the undersigned in the enclosed stamped addressed envelope.

Thanking you for your cooperation in these regards, I remain

Very truly yours,

  
Thomas Overturf

TO/to