

PINSTRUCTIONS

STEP 2: PETITION FOR REVIEW TO ADMINISTRATIVE LAW JUDGE

Should you wish to challenge the findings in the Indiana Public Retirement System (“INPRS”) Legal Department’s initial or amended determination letter, you may appeal and request the matter be brought before an administrative law judge (“ALJ”). To initiate an appeal of the initial or amended initial determination, you must submit a letter or complete the below form, Step 2: Petition for Review by Administrative Law Judge. The request for appeal:

- Must state facts demonstrating that you are: 1) a person to whom the initial or amended determination is specifically directed, 2) aggrieved or adversely affected by the findings in the initial or amended determination letter, and 3) entitled to review under any law (Ind. Code § 4-21.5-3-7(a)(1));
- Must be filed with INPRS within fifteen (15) days after you have received written notice of INPRS’ Legal Department’s initial or amended determination. (Ind. Code § 4-21.5-3-7(a)(3)(A)); and
- Must state your desired outcome of the appeal.

If your request for appeal meets the statutory requirements, it will be granted, and INPRS’ Legal Department will arrange for an ALJ to review your case. The ALJ will notify you by written correspondence of the date and location of any conferences or hearings related to the appeal.

STEP 2: PETITION FOR REVIEW TO ADMINISTRATIVE LAW JUDGE

To: Indiana Public Retirement System (INPRS)
Attn: Administrative Review
One North Capitol, Suite #001
Indianapolis, IN 46204
AdminstrativeReviews@INPRS.in.gov

From: _____

Member Name, if different than submitter: _____

Pension Identification Number: _____

Telephone Number: _____

Email Address: _____

State facts demonstrating that you are: 1) a person to whom the initial or amended determination is specifically directed, 2) aggrieved or adversely affected by the findings in the initial or amended determination letter, and 3) entitled to review under any law below.

State your desired outcome below.

Signature

Date