



PROCEDURES FOR FILING AN APPEAL RELATED TO [CRIO LEGACY CERTIFICATION DENIAL](#)

To properly appeal a decision issued by the City of Detroit **Department of Civil Rights Inclusion and Opportunity (CRIO)** to the **Department of Appeals and Hearings (DAH)**, you must file the proper documentation and pay the applicable filing fee. If you are not certain as to the proper filing and appellate procedures, it may be to your advantage to **consult an attorney** for assistance. **The DAH does not provide legal assistance.**

To initiate an Appeal to the DAH, the following actions must be taken:

1. **Time Requirements for Filing an Appeal:** an appeal must be filed *within 21 days* of the date of issuance of the CRIO decision;
2. **Right to Appeal Certificate:** obtain a signed *Right to Appeal Certificate* from [CRIO](#);
3. **Claim of Appeal:** complete the *Claim of Appeal* form, which is a fillable form available on the [DAH website](#).
4. **File via Email:** within *21 days* of the date of the CRIO decision, file the signed and completed forms: (1) Right to Appeal Certificate and (2) Claim of Appeal with the DAH via email: dahappeal@detroitmi.gov. **Include the following in the “subject” line of the filing email: *Legacy Certification Appeal/CRIO Case No ____*.**
5. **Pay Appeal Filing Fee:** an appeal filing fee of \$25 must be paid to the DAH. Payment instructions shall be sent via email after forms are filed.

Post-Filing Action by the DAH

If the appeal is filed timely with the required forms and filing fee, the DAH will send you a Notice to Appear with the date and time of the hearing on the appeal. If the appeal is not filed timely, or the forms and filing fee are not received, then you will receive notice that your *appeal is rejected*.