

**STEP 2: PETITION FOR REVIEW BY ADMINISTRATIVE LAW JUDGE (ALJ)**

If you are dissatisfied with the initial determination in response to your request for administrative review and wish to challenge that action or determination, you may bring the matter before an Administrative Law Judge (ALJ).

To initiate this process, you must file a Petition for ALJ Review with the INPRS Executive Director within fifteen (15) days after receipt of INPRS' initial determination.

1. To file a petition for review, sign and mail the form on the next page to the INPRS Executive Director.
2. The petition for review must be received by INPRS or postmarked not more than fifteen (15) days after receipt of INPRS' initial determination as evidenced by U.S. Certified Mail receipt, otherwise you have waived your right to further review.
3. Once the petition is timely received, the ALJ will set the schedule for the administrative process. You will be notified of conference and hearing dates and locations.

**STEP 3: PETITION FOR REVIEW BY ADMINISTRATIVE LAW JUDGE (ALJ), continued**

TO: Indiana Public Retirement System (INPRS)  
Attn: Administrative Review  
One North Capitol Ave. Suite #001  
Indianapolis, IN 46204

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number \_\_\_\_\_

Email address \_\_\_\_\_

Pension Identification Number \_\_\_\_\_

I am in receipt of INPRS' initial determination of my request for administrative review. It has not been more than fifteen (15) days since receipt of the initial determination. I am dissatisfied with the findings of INPRS' initial determination and I hereby request that the matter referenced in the initial determination be brought before an Administrative Law Judge for review.

\_\_\_\_\_  
(Signature) Date \_\_\_\_\_