

**INCORRECT DOCUMENT NOTIFICATION**

**TO:** (XX, assistant/secretary to XX)  
**CC:** (Attorney responsible for the appeal)  
**FROM:** (XX, assistant to Appeals Officer XX)  
**RE:** (Case name and appeal number)  
**DATE:** XX

I have received your (document name/title) filed on (date). Please be advised that while this document has been file-stamped as "Received" it will not be processed for the following reason(s):

- \_\_\_\_\_ Does not include comprehensive index (NAC 616C.297)
- \_\_\_\_\_ Not 2-hole punched at the top with fasteners
- \_\_\_\_\_ Pages are not numbered (including evidence packets/NAC 616C.297)
- \_\_\_\_\_ Incomplete Certificate of Mailing
- \_\_\_\_\_ Incorrect Appeals Officer designation, signature or initials
- \_\_\_\_\_ Incorrect appeal numbers
- \_\_\_\_\_ Enclosures not submitted
- \_\_\_\_\_ Orders not received with Motion paperwork (NAC 616C.312)
- \_\_\_\_\_ Proposed Decision and Order does not include transmittal letter to all parties (NAC 616C.306)
- \_\_\_\_\_ Request for issuance of subpoena does not include transmittal letter to all parties (NAC 616C.284)
- \_\_\_\_\_ Caption is incorrect
- \_\_\_\_\_ Appropriate appeal rights not included
- \_\_\_\_\_ Document not fully executed by all parties

\_\_\_\_\_ Other: \_\_\_\_\_

Your original document will not be returned unless it is an original Settlement Stipulation and Order that has not been fully executed. The incomplete Stipulation will be placed in your office's runner file or you will be notified to pick up the document. Please resubmit only the corrected page(s) within five (5) business days of this notification. If you do not submit the corrected page(s) and/or documents in a timely manner, the Appeals Officer may schedule this matter for an In Court Status Check. Thank you for your prompt attention.