

## **FILING APPEALS OF FINES, SUSPENSIONS, OR REVOCATIONS**

1. An appeal of a decision by the Department of Business Affairs and Consumer Protection (“BACP”) fining, suspending, or revoking a liquor license must be filed with the License Appeal Commission (“LAC”) within TWENTY (20)\* days of the date of the issuance of the Department of Business Affairs and Consumer Protection order fining, suspending, or revoking the liquor license. **A FAILURE TO FILE THE APPEAL WITHIN TWENTY (20) DAYS\* OF THE DATE OF THE ORDER WILL RESULT IN THE LOSS OF YOUR ABILITY TO APPEAL THE DECISION.** (Please Note: The License Appeal Commission follows the schedule of official holidays issued by the City of Chicago’s Law Department).
2. To appeal the finding of the Department of Business Affairs and Consumer Protection, the licensee must file certain documents with the License Appeal Commission.
  - A) The Licensee must file a Notice of Appeal (see Notice of Appeal under Documents).
  - B) A copy of the order of Department of Business Affairs and Consumer Protection Order of Disposition with the Findings of Fact, fining, suspending, or revoking the license must be included with your Notice of Appeal.
  - C) POS (Point of Sale) Invoice showing the filing fee of \$125 was paid and proof that all required license fees are paid to date is also required.
  - D) Notarized Affidavit stating that the court reported transcripts from the proceedings at the Department of Business Affairs and Consumer Protection have been ordered.
3. In order to appeal the Licensee must pay a filing fee of \$125.00 with the Department of Finance. The POS Invoice form is now available on our department’s website at [www.cityofchicago.org/lac](http://www.cityofchicago.org/lac) Download the form and pay the fee at any City of Chicago payment center. A receipt showing that the fee has been paid must be presented to the License Appeal Commission. **NO APPEAL WILL BE ACCEPTED WITHOUT THIS RECEIPT.**
4. The Licensee should also include any case law or statute upon which the Licensee will rely in arguing to reverse the decision of the Department of Business Affairs and Consumer Protection.
5. Once an appeal is filed with the License Appeal Commission, the Licensee must file a Notarized Affidavit stating that the court reported transcripts from the proceedings at the Department of Business Affairs and Consumer Protection have been ordered. The affidavit must be filed with the License Appeal Commission within TEN (10) business days of the date filed stamped by License Appeal Commission on the Notice of Appeal. **A FAILURE TO FILE THIS AFFIDAVIT WILL RESULT IN THE DISMISSAL OF THE APPEAL.** Any liquor licensee who appeals a revocation order from the Department of Business Affairs and Consumer Protection is required by state law to pay and keep current their liquor license renewal fees during the pendency of the appeal. Any liquor licensee who appeals a revocation order to the License Appeal Commission will be required to show proof that all license renewal fees are paid to date. Liquor licensees must pay their renewal fees at the City of Chicago Department of Finance in Room 107 of City Hall and obtain a receipt. The paid license renewal fee receipt, as well as a receipt showing payment of the filing fee for a new appeal, must be submitted to the License Appeal Commission as a prerequisite to filing an appeal.

\*Days = calendar days. If a due date falls on a Saturday, Sunday, or Court holiday, the due date will be the next available business day.

## **REQUIREMENTS FOR FILING A LIQUOR LICENSE APPEAL**

**(Fine, Suspension, or Revocation)**

**Electronic filings by email to [Michelle.Guzman-Flores@cityofchicago.org](mailto:Michelle.Guzman-Flores@cityofchicago.org) are preferred.**

**If email is an impossibility, please call 312-744-4095 to arrange for any in-person filings.**

The following documents **MUST** be included before the appeal will be accepted for filing. Failure to submit any of the documents below will result in a rejection of the filing.

The following documents **MUST** be included before the appeal will be accepted for filing. Failure to submit any of the documents below will result in a rejection of the filing.

- Notice of Appeal
- The Order of Revocation, Suspension, or Fine (along with Findings of Fact)
- Appearance Form
- A copy of the filing fee receipt. The POS Invoice form is now available on our department's website. Download the form and pay the fee at any City of Chicago payment center.
- Liquor licensees will be required to show proof that **all license renewal fees** are paid to date. Licensees must pay their renewal fees at the City of Chicago Department of Finance, City Hall – Room 107. Please include a copy of this receipt.

The forms above are available for download on our website ([www.cityofchicago.org/lac](http://www.cityofchicago.org/lac)) or you may arrange a time to pick up hard copies from our office by emailing [Michelle.Guzman-Flores@cityofchicago.org](mailto:Michelle.Guzman-Flores@cityofchicago.org) or by calling 312-744-4095. If you are requesting hard copies, it is strongly recommended to call or email at least five (5) BUSINESS days (not including Saturdays, Sundays, or court holidays) in advance to guarantee a time can be arranged for pick up of hard copies. Please be aware you will need time to take the POS Invoice form to any City of Chicago payment center, pay the filing fee, and obtain a receipt BEFORE the appeal is filed with our office.

**Please note that within 10 days of the deadline for filing the appeal, Licensee MUST file a NOTARIZED AFFIDAVIT stating the court-reported transcripts from the proceedings at the Department of Business Affairs and Consumer Protection have been ordered. FAILURE TO FILE THE AFFIDAVIT WILL RESULT IN DISMISSAL OF THE APPEAL.**