

Sample forms for filing an appeal
from
an Administrative Agency

**APPEAL FROM AN ADMINISTRATIVE AGENCY
PRAECIPE SAMPLE**

IN THE SUPERIOR COURT OF THE STATE OF DELAWARE

PRAECIPE

)	
)	
Your Name)	
)	
)	
vs.)	Civil Action No.
)	
Name of Administrative Agency)	
)	
)	
)	
)	
)	

Please issue Citation on Appeal

Name of Agency _____
Address of Agency _____

Appellant
Address:

Phone Number:

TO: Prothonotary

WRIT SAMPLE

CITATION ON APPEAL
UNDER RULE 72(e)

**APPEAL FROM AN ADMINISTRATIVE AGENCY
IN THE SUPERIOR COURT OF THE STATE OF DELAWARE**

Your Name

)
) C.A. No.

v.

)
)
)
)
) **CITATION ON APPEAL**
) **FROM**
) **THE DECISION OF:**
) Name of Agency

Name of Agency
(i.e.: State Human Relations Board)

)
) **DATED:**
) (Date of decision)
)

THE STATE OF DELAWARE,
TO THE SHERIFF OF _____ COUNTY:
YOU ARE COMMANDED:

To cite NAME OF AGENCY (i.e.: State Human Relations Board) so that, within 20 days after service hereof upon the Custodian of its records, exclusive of the day of service, the Custodian shall send to this Court a certified copy of the record of the proceedings below, including a typewritten copy of the evidence (unless all parties having an interest in the outcome of the appeal shall file with the NAME OF AGENCY (i.e.: State Human Relations Board) within 10 days from the filing of the Notice of Appeal, a written stipulation that the evidence may be omitted as a part of the record, in which case the stipulation shall be included as a part of the record), together with this citation.

Dated:

SHARON AGNEW
Prothonotary

Per Deputy