

INSTRUCTIONS FOR APPEAL

APPELLATE AUTHORITY

This decision may be appealed against by appealing to the **administrative court** (in person's/company's municipality of residence). The appellant is charged a **court fee** in the administrative court. The Act on the Charges for the Performances of the Courts and Certain Organs of Judicial Administration (701/1993) contains separate provisions on cases in which the fee is not charged.

APPEAL PERIOD

The appeal must be filed within **30 days** from **receiving the notification of the decision**. The date of receiving the notification is not included in the appeal period. If the last day of the deadline is a holiday, Saturday, Independence Day, May Day, Christmas Eve or Midsummer Eve, the appeal period continues until the next weekday.

The notification shall be considered received on the seventh day after the date on which the letter was sent, unless otherwise demonstrated. However, the authority is considered to have been informed on the date of receiving the letter. If the notification is delivered against an acknowledgement of receipt, a certificate of service or a service of summons, the period of notification can be found on the acknowledgement of receipt or other written certificate. In the case of substitute service, the decision shall be deemed to have been received on the third day from the date indicated on the certificate of service or acknowledgement of receipt.

DELIVERY OF THE LETTER OF APPEAL

The appeal must be made in writing. The letter of appeal must be submitted **to the administrative court of the appellant's municipality of residence** within the appeal period.

The appeal can be submitted in person or by a representative or courier, or at the sender's own risk by post or electronically. The letter of appeal must be submitted to the appellate authority no later than the last day of the appeal period before the end of the office's opening hours.

CONTENT AND SIGNATURE OF THE LETTER OF APPEAL

The letter of appeal, which must be addressed to the appellate authority, shall indicate:

- name and municipality of residence of the appellant
- postal address and telephone number to which notifications concerning the processing of the matter can be sent to the appellant
- the decision which is being appealed against
- which parts of the decision are appealed against and what changes to the decision are requested
- the grounds on which changes are required.

If the appellant's right to speak is exercised by their legal representative or agent, or if the appeal is drafted by another person, the name and municipality of residence of this person must also be stated in the appeal.

The appellant, their legal representative or their agent must sign the letter of appeal. The agent, unless they are a lawyer or a public attorney, must attach a power of attorney to the appeal.

APPENDICES TO THE LETTER OF APPEAL

The letter of appeal must be accompanied by:

- the decision which is being appealed against, either in the original or as a copy

- proof of the date on which the notification about the decision was received or another report on the start date of the appeal period
- documents to which the appellant appeals to support their claim, unless they have already been submitted to the authority.

CONTACT INFORMATION AND ADDRESSES OF ADMINISTRATIVE COURTS:

Helsinki Administrative Court

Street address: Tuomioistuimet-talo, Radanrakentajantie 5, 00520 HELSINKI

Postal address: Radanrakentajantie 5, 00520 HELSINKI

Telephone: 029 56 42000, fax: 029 56 42079, helsinki.hao@oikeus.fi

fax, e-mail

Hämeenlinna Administrative Court

Street address: Hämeenlinnan oikeustalo, Raatihuoneenkatu 1, 13100

Hämeenlinna Postal address: Raatihuoneenkatu 1, 13100 Hämeenlinna

Telephone: 029 56 42210, fax: 029 56 42269, hameenlinna.hao@oikeus.fi

Administrative Court of Eastern Finland

Street address: Puijonkatu 29 A 2 krs, 70100 Kuopio

Postal address: PL 1744, 70101 Kuopio

Telephone: 029 56 42500, fax: 029 56 42501, ita-suomi.hao@oikeus.fi

Administrative Court of Northern Finland

Street address: Isokatu 4 3 krs, 90100 Oulu

Postal address: PL 189, 90101 Oulu

Telephone: 029 56 42800, fax: 029 56 42841, pohjois-suomi.hao@oikeus.fi

Turku Administrative Court

Street address: Sairashuoneenkatu 2 - 4, 20100 Turku

Postal address: PL 32, 20101 Turku, Finland

Telephone: 029 56 42410, fax: 029 56 42414, turku.hao@oikeus.fi

Vaasa Administrative Court

Street address: Korsholmanpuistikko 43 4th floor, 65101 Vaasa

Postal address: PL 204, 65101 Vaasa

Telephone: 029 56 42780, fax: 029 56 42760, vaasa.hao@oikeus.fi