

Procedures for Hearing on (1) Denial of Handgun Receipt/Purchase Permit or (2) Denial, Revocation or Nonrenewal of Concealed Handgun Permit

- 1) The Petitioner is to complete an original and two (2) copies of the appropriate Petition and Certificates of Service. **(All sections must be completed, including certificates of service. A copy of the notification from the Sheriff must be attached.)**
- 2) The Petitioner files original Petition and two (2) copies with the Clerk of Court.
- 3) The Clerk of Court collects filing fee.
- 4) The Clerk of Court assigns a CVD #.
- 5) The Clerk of Court keeps original Petition and returns filed copies to Petitioner.
- 6) The Petitioner shall **immediately serve the same day** a filed copy of the Petition, with completed Certificate of Service, on the Chief District Court Judge and the Sheriff. **(A court date will not be set until the Chief District Court Judges' office receives a filed Petition with a completed Certificate of Service.)**
- 7) Upon receipt of a filed Petition and completed Certificate of Service, the Chief District Court Judge will prepare an Order Noticing Hearing.
- 8) The Chief District Court Judges' office will return the original Order Noticing Hearing to the Clerk of Court for filing.
- 9) The Clerk of Court shall serve a filed copy of the Order Noticing Hearing on the Petitioner and the Sheriff.