

**ATTACHMENT 5**

**APPEAL PROCEDURES**

Form 1842-1  
(July 1999)

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT

**INFORMATION ON TAKING APPEALS TO THE BOARD OF LAND APPEALS**

*DO NOT APPEAL UNLESS*

- 1. This decision is adverse to you,  
*AND*
- 2. You believe it is incorrect

*IF YOU APPEAL, THE FOLLOWING PROCEDURES MUST BE FOLLOWED*

- 1. NOTICE OF APPEAL . . . . . Within 30 days file a *Notice of Appeal* in the office which issued this decision (see 43 CFR 4.411 and 4.413). You may state your reasons for appealing, if you desire.
  
- 2. WHERE TO FILE  
 NOTICE OF APPEAL . . . . . Bureau of Land Management  
 5353 Yellowstone Rd. *or* P.O. Box 1828  
 Cheyenne, WY 82009 Cheyenne, WY 82003
  
- SOLICITOR  
 ALSO COPY TO . . . . . U. S. Department of the Interior  
 Office of the Solicitor, Rocky Mountain Region  
 755 Parfet Street, Suite 151  
 Lakewood, CO 80215
  
- 3. STATEMENT OF REASONS . . . . . Within 30 days after filing the *Notice of Appeal*, file a complete statement of the reasons why you are appealing. This must be filed with the United States Department of the Interior, Office of the Secretary, 801 North Quincy Street, Suite 300, Arlington, Virginia 22203 (see 43 CFR 4.412 and 4.413). If you fully stated your reasons for appealing when filing the *Notice of Appeal*, no additional statement is necessary.
  
- SOLICITOR  
 ALSO COPY TO . . . . . U.S. Department of the Interior  
 Office of the Solicitor, Rocky Mountain Region  
 755 Parfet St., Suite 151  
 Lakewood, CO 80215
  
- 4. ADVERSE PARTIES . . . . . Within 15 days after each document is filed, each adverse party named in the decision and the Regional Solicitor or Field Solicitor having jurisdiction over the State in which the appeal arose must be served with a copy of: (a) the *Notice of Appeal*, (b) the Statement of Reasons, and (c) any other documents filed (see 43 CFR 4.413). Service will be made upon the Associate Solicitor, Division of Energy and Resources, Washington, D.C. 20240, instead of the Field or Regional Solicitor when appeals are taken from decisions of the Director (WO-100).
  
- 5. PROOF OF SERVICE . . . . . Within 15 days after any document is served on an adverse party, file proof of that service with the United States Department of the Interior, Office of the Secretary, Board of Land Appeals, 801 North Quincy Street, Suite 300, Arlington, Virginia 22203. This may consist of a certified or registered mail "Return Receipt Card" signed by the adverse party (see 43 CFR 4.401 (c)(2)).

*Unless these procedures are followed your appeal will be subject to dismissal (see 43 CFR 4.402). Be certain that all communications are identified by serial number of the case being appealed.*

**NOTE:** *A document is not filed until it is actually received in the proper office (see 43 CFR 4.401 (a)).*

**See 43 CFR 4.21 for appeal general provisions.**

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**43 CFR 1820 - Application Procedures**

**Subpart 1821 - General Information**

**Sec. 1821.10 Where are BLM offices Located?**

(a) In addition to the Headquarters Office in Washington, BLM operates 12 State Offices, each having several subsidiary offices called Field Offices. The addresses of the State Offices and their respective geographical areas of jurisdiction area as follows:

STATE OFFICES AND AREAS OF JURISDICTION

**Alaska State Office**, 222 W. 7<sup>th</sup> Ave., #13, Anchorage, AK 99513-7599-- Alaska  
**Arizona State Office**, 222 N. Central Ave., Suite 201, Phoenix, AZ 85004-2203 – Arizona  
**California State Office**, 2800 Cottage Way, Suite W-1834, Sacramento, CA 95825-0451– California  
**Colorado State Office**, 2850 Youngfield St., Lakewood, CO 80215-7076 – Colorado  
**Eastern States Office**, 7450 Boston Blvd., Springfield, VA 22153 – Arkansas, Iowa, Louisiana, Minnesota, Missouri, and all states east of the Mississippi River  
**Idaho State Office**, 1387 S. Vinnell Way, Boise, ID 83709 – Idaho  
**Montana State Office**, 5001 Southgate Dr., Billings, MT 59101; Mail: P.O. Box 36800, Billings, MT 59107-6800 – Montana, North Dakota, South Dakota  
**Nevada State Office**, 1340 Financial Blvd., Reno, NV 89520-0006 – Nevada  
**New Mexico State Office**, 1474 Rodeo Dr., Santa Fe, NM 87502-0115; Mail: P.O. Box 27115, Santa Fe, NM 87502-0115 – Kansas, New Mexico, Oklahoma and Texas  
**Oregon State Office**, 333 SW 1 Ave., P.O. Box 2965, Portland, OR 97208 – Oregon, Washington  
**Utah State Office**, CFS Financial Center, 324 South State St., Salt Lake City, UT 84145-0155; Mail: P.O. Box 45155, Salt Lake City, UT 84145-0155 – Utah  
**Wyoming State Office**, 5353 Yellowstone Rd., Cheyenne, WY 82009; Mail: P.O. Box 1828, Cheyenne, WY 82003 – Wyoming and Nebraska

(b) A list of the names, addresses and geographical areas of jurisdiction of all Field Offices of the Bureau of Land Management can be obtained at the above addresses or any office of the Bureau of Land Management, including the Washington Office, Bureau of Land Management, 1849 C St., NW, Washington, DC 20240.

**Sec 1821.11 During what hours may I file an application?**

You may file applications or other documents or inspect official records during BLM office hours. Each BLM office will prominently display a notice of the hours during which that particular office will be open. Except for offices which are open periodically, for example, every Wednesday or the 3<sup>rd</sup> Wednesday of the month, all offices will be open Monday through Friday excluding Federal holidays, at least from 9 am to 3 pm, local time.

**Subpart 1822 - Filing a Document with BLM**

**Sec. 1822-11 What must I do to make an official filing with BLM?**

You must file your application and any other required documents during regular office hours at the appropriate BLM office having jurisdiction over the lands or records involved. You must file any document with BLM through personal delivery or by mailing via the United States Postal Service or other delivery service, except for those applications that may be filed electronically under § 1822.13, unless a more specific regulation or law specifies the mode of delivery. The date of mailing is not the date of filing.

**Sec. 1822.12 Where do I file my application or other required documents?**

You should file your application or other required documents at the BLM office having jurisdiction over the lands or records involved. The specific BLM office where you are to file your application is usually referenced in the BLM regulations which pertain to the filing you are making. If the regulations do not name the specific office, or if you have questions as to where you should file your application or other required documents, contact your local BLM office for information and we will tell you which BLM office to file your application.

**Sec. 1822.14 What if I try to file a required document on the last day of the stated period for filing, but the BLM office where it is to be filed is officially closed all day?**

BLM considers the document timely filed if we receive it in the office on the next day it is officially open.

Supplement to Form 1842-1