

**205—15.3(17A) Filing an appeal.**

**15.3(1)** An appeal shall be filed in writing and shall state:

- a.* The nature of the board action which is the subject of the appeal.
- b.* The particular agency action which is the subject of the appeal.
- c.* The grounds on which relief is sought.
- d.* The relief sought.

**15.3(2)** All grounds shall be included in the same appeal, and all necessary documents and information shall be attached to the appeal.

**15.3(3)** The appeal shall be submitted to the business office. An appeal must be received at the parole board office, or be postmarked, within ten days of the receipt of notice of the action appealed. The board is not required to consider untimely appeals.