Appeal Procedures
Prohibited Patron
IMPORTANT NOTICE

These procedures and any amendment of them shall apply in the form in effect at the time the prohibited patron notice is received by the patron. Procedures may be updated from time to time as a result of changes in the laws, marketplace or in the Connecticut Lottery Corporation’s (“CLC”) sole discretion.

R-1: NOTICE OF EJECTION:

Said notice shall include the reasons for said prohibited patron status, the location(s) that the prohibited patron is suspended from and the duration of such suspension, which may include a lifetime ban. The notice shall also include language as it relates to the right to Appeal and timeframe by which to notify CLC of any intent to Appeal for Reconsideration.

R-2: REQUEST FOR APPEAL BY PROHIBITED PATRON:

(A) Requests for Appeal must be made in writing and post marked within 10 days of the date noted on the prohibited patron letter. All requests should include the prohibited patron’s desired intent to appear in person, virtually or whether the request should be taken on the papers.

(B) Any Appeal request should be mailed to the Connecticut Lottery Corporation c/o President and CEO; 777 Brook Street, Rocky Hill, CT 06067.

R-3: SCHEDULING ORDER:

Upon receipt of an Appeal request, CLC shall prepare a detailed scheduling order. The order will include details as it relates to the time, date and place for hearing (in-person/virtually).

R-4: EVIDENCE AND SUBMISSION OF DOCUMENTATION PRIOR TO HEARING:

(A) Fourteen (14) days prior to the scheduled hearing, prohibited patron shall send documentation in support of said Appeal. Such evidence may include paper work, photos, video and other relevant items.

(B) The prohibited patron may offer such evidence as is relevant and material to the dispute and shall pre-submit such evidence in accordance with the scheduling order. Conformity to legal rules of evidence shall not be necessary. In his or her sole discretion, the President and CEO shall determine the relevance, materiality and cumulative nature of the evidence offered.

(C) Documentation should be mailed to the Connecticut Lottery Corporation c/o President and CEO; 777 Brook Street, Rocky Hill, CT 06067.

(D) The President and CEO will only consider those documents submitted prior to the hearing date. No additional documentation or demonstrative evidence will be accepted on the day of hearing.

R-5: ORAL HEARING:

(A) The hearing process is an opportunity for a prohibited patron to be heard. The hearing will take place before the CLC President and CEO. Additional CLC staff members may be in attendance and shall be summoned by the President and CEO in his/her sole discretion.

(B) Hearing time will be limited to 30 minutes and will be an opportunity for the prohibited patron to present mitigating factors as to why the suspension, or as applicable, a life time ban should not stand.

(C) Hearings will take place at the Connecticut Lottery Corporation Headquarters.

R-6: REPRESENTATION:
Any party may participate without representation (pro se), or with the assistance of counsel. A prohibited patron intending to be so represented shall notify CLC of the name, telephone number, address, and email address if available, of the legal representative at least seven calendar days prior to the date set for the hearing at which that person is first to appear. When such a representative responds to a prohibited patron letter on behalf of a patron, notice is deemed to have been given.

**R-7: STENOGRAPHIC RECORD:**

Recordings of the meeting will not be permitted.

**R-8: INTERPRETER:**

Should the prohibited patron wish to use an interpreter, prohibited patron agrees to make all arrangements directly with the interpreter and shall assume the costs of the service.

**R-9: POSTPONEMENTS:**

The President/CEO may postpone a hearing upon the prohibited patron’s request for good cause shown or upon the President and CEO’s own initiative.

**R-10: CONDUCT OF PROCEEDINGS:**

(A) The prohibited patron shall present evidence to support his/her claim that the suspension or, as applicable, life time ban is improper.

(B) The President and CEO may exercise his or her discretion in conducting the proceedings.

**R-11: EVIDENCE BY WRITTEN STATEMENTS OR OTHER MEANS:**

(A) Third-party witnesses may not participate in the proceeding.

(B) The President and CEO may, in his/her sole discretion, permit the prohibited patron to submit third-party affidavits for consideration and review. The weight that is placed on such submission solely rests in the discretion of the President and CEO.

(C) Post-hearing briefs or filings will not be permitted in the Appellate proceeding.

**R-12: TIME OF DECISION:**

CLC’s decision shall be made promptly and unless agreed to otherwise, no later than 14 business days from the date of the hearing.

**R-13: FORM OF DECISION:**

(A) Any decision shall be in writing and signed by the President and CEO of CLC.

(B) The President and CEO need not render a reasoned decision.

(C) CLC’s decision shall be final with no further opportunity to be heard.

**R-14: DELIVERY OF AWARD TO PROHIBITED PATRON:**

Prohibited patron shall accept as notice and delivery of the decision, the placing of the decision or a true copy thereof in the mail addressed to the prohibited patron or their representation at their last know addresses, personal or electronic service of a decision, or the filing of the decision in any other matter that is permitted by law.

**R-15: DOCUMENTS SUBJECT TO FREEDOM OF INFORMATION REQUESTS:**
Documents submitted by a prohibited patron for review by CLC become the property of CLC and may be subject to Freedom of Information requests and disclosure.