

**RULE 61.2 — PROTEST CONTENTS**

**A *protest* shall be in writing and identify**

- (a) the protestor and protestee;**
- (b) the incident;**
- (c) where and when the incident occurred;**
- (d) any *rule* the protestor believes was broken; and**
- (e) the name of the protestor's representative.**

**However, if requirement (b) is met, requirement (a) may be met at any time before the hearing, and requirements (d) and (e) may be met before or during the hearing. Requirement (c) may also be met before or during the hearing, provided the protestee is allowed reasonable time to prepare for the hearing.**

Rule 61.2 clearly lists the details about the *protest*. Notice that the *protest* must be **in writing**. Also notice that the only detail that cannot be corrected once the time limit for lodging *protests* is past is an omission of a description of the incident itself. Therefore, be sure you clearly identify the incident in your *protest*.