

Inspections, Fines & Appeals Intake (Kosovo)

We prepare responses to inspection notices, objections to fines, and administrative appeals—on time and in plain English.

Three Baby Steps

- 1) Intake and checklist – Send the notice/decision and the response deadline. We confirm grounds and give you a short, exact document list.
 - 2) We prepare and file – We draft the written response, objection, or appeal; file it on time; liaise with the authority; and prepare you for any hearing.
 - 3) You get the outcome – Filed copy with stamps/receipts, next steps, and a log of what was submitted, where, and when.
- Timelines (typical): initial objections 5–15 business days; appeals 15–60 days depending on the authority. We confirm the ETA at intake.

1. Client and contact

Company or individual name:

Contact person:

Phone:

Email:

Preferred language:

English

Albanian

Serbian

2. Notice / appeal scope

Type: Inspection notice Fine / penalty Negative decision Hearing / summons Other

Authority / office:

Reference number:

Notice/decision date:

Deadline to respond / appeal:

Hearing date & time (if any):

Place / inspector (if known):

What happened (brief facts):

Desired outcome:

3. Documents you have now (tick)

Inspection notice / decision / fine

Photos / video or other evidence

Proof of service or delivery date

Contracts, invoices or receipts

Inspection report / minutes

Relevant permits / licences

Correspondence with authority

Power of attorney (if needed)

4. Delivery and representation

I authorise representation before the authority and, if required, at hearings (POA may be required).

Delivery of outputs:

Email

Pickup

Courier

Notes:

We confirm requirements and timeline at intake. NDA available on request.