

EXAMPLE ANSWER

KOSHRC# 9999-20
(The case number found on the Complaint)

COMMISSIONER OF WORKPLACE STANDARDS
COMMONWEALTH OF KENTUCKY

COMPLAINANT

VS.

EMPLOYER NAME

RESPONDENT

ANSWER

Comes the Respondent, employer name will go here, and for its Answer to Complaint filed against it by the Complainant, Commissioner of Workplace Standards, Commonwealth of Kentucky, states as follows:

1. Respondent (admits/denies/has insufficient information or knowledge to admit or deny and therefore denies) the averments set forth in paragraph 1 of the Complaint.

(Repeat for each statement in Complaint.)

#. The Respondent pleads the affirmative defenses of (insert affirmative defenses that the employer intends to prove at the hearing).

#. Any averment not specifically admitted herein is denied.

WHEREFORE, Respondent seeks dismissal of the citation, penalties and abatement dates, and any other relief to which it may entitled.

Name¹
Title
Street Address
City, State, Zip Code
Phone Number
E-mail Address

¹ The person preparing and signing the complaint on behalf of a sole proprietor should be a licensed Kentucky attorney or the owner of the sole proprietorship. Answers on behalf of corporations, limited liability companies and other artificial entities must be prepared and signed by a licensed Kentucky attorney.

Certificate of Service

I hereby certify that a true and accurate copy of the foregoing Answer has been served on the following this the ____ day of (Month) 20____.

By First Class, U.S Mail service:²

Name of Labor's Attorney
Workplace Standards Legal Division
Kentucky Labor Cabinet
Mayo-Underwood Building
500 Mero Street
Frankfort, KY 40601
Attorney's E-mail Address

² During the COVID pandemic, please e-mail the answer to Jenny.Kays@ky.gov and the Labor's attorney assigned to the case. Mail the original copy of the answer to KOSH REVIEW COMMISSION, #4 Millcreek Park, Frankfort, KY 40601 for filing into the official record.