

To be considered by the board and its hearing examiner, any document required by Chapter 4731-13 of the Administrative Code to be served shall:

~~(A) Any document required by Chapter 4731-13 of the Administrative Code to be served by a representative of record may be served either personally or by mail. Service shall be made upon the representative as identified in rule 4731-13-01 of the Administrative Code. Service is complete on the date of mailing or on personal service of the document.~~

(A) Be served either personally, or by regular mail or by facsimile. Service is complete on the date of mailing, facsimile or personal service of the document.

~~(B) All motions and briefs shall contain~~ Contain the name, address, and telephone number of the person submitting the ~~motion or brief~~ document and shall be appropriately captioned to indicate the name of the respondent.

~~(C) A motion shall be considered by the board or its attorney hearing examiner only if~~ Have a certificate of service appears on it. ~~Any signed statement is an acceptable~~ A certificate of service shall be signed and contain the following: so long as it contains all of the following information:

(1) The date ~~Date~~ of service;

(2) The method ~~Method~~ by which service was made;

(3) The address ~~Address~~ where service was made; and

(4) The name ~~Name~~ of the person or authority who was served.

Effective: 02/28/2004

R.C. 119.032 review dates: 11/17/2003 and 03/25/2007

---

Certification

---

Date

Promulgated Under: 119.03  
Statutory Authority: 4731.05  
Rule Amplifies: 119.07, 119.09, 4731.05  
Prior Effective Dates: 6/30/89