

5215.1500 FORM OF PLEADINGS; CAPTION.

Subpart 1. **Form.** All documents filed with the board must contain a caption sufficient to identify the parties in accordance with subpart 2. The caption must include the commissioner's and the office of administrative hearings' docket number, if any.

Documents, other than exhibits, must be typewritten or otherwise legible, double spaced with one-inch margins on white paper, 8-1/2 inches by 11 inches.

Subp. 2. **Caption.** Cases before the board must be captioned:

Commissioner

Department of Labor and Industry

State of Minnesota

Complainant

v.

(Name of contesting party),

Respondent

(Name of third party),

Authorized employee representative,
affected employee, employer, etc.

Subp. 3. **Placement of caption, docket numbers.** The caption must appear at the left upper portion of the initial page of any document, other than exhibits, filed with the board.

The initial page of any document, other than exhibits, must set out at the upper right portion of the page, opposite the caption, the commissioner's and the office of administrative hearings docket numbers, if any.

Statutory Authority: *MS s 14.06; 175.171; 182.651; 182.661; 182.664*

History: *8 SR 1482; L 1984 c 640 s 32; 20 SR 2428*

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