

**5510.0320 FILING AND SERVICE.**

Subpart 1. **Effecting service.** Unless otherwise provided under parts 5510.0110 to 5510.2310, service on the commissioner or a party must comply with the filing requirements under this part.

Subp. 2. **Filing; when effective.**

A. Unless otherwise provided by law, a document filed under parts 5510.0110 to 5510.2310 is effective:

- (1) upon receipt; and
- (2) if it is received Monday through Friday before 4:30 p.m.

B. A document received Monday through Friday after 4:30 p.m. is effective the next working day that is not a legal holiday.

C. A document received on a Saturday, Sunday, or legal holiday is deemed to be filed on the next working day that is not a legal holiday.

Subp. 3. **Filing method.** Unless another manner of filing is required by law, a document may be filed:

- A. in person, but if filing at the bureau, between only 8:00 a.m. and 4:30 p.m.;
- B. by facsimile;
- C. by United States mail, postage prepaid, and addressed to the bureau or a party at its last known address; or
- D. electronically, with the express, prior written consent of the recipient that has provided an email address for the filing purpose.

Subp. 4. **Electronic filing.**

A. Unless otherwise provided by law, a document filed electronically must contain an electronic signature.

B. For purposes of this subpart, "electronic signature" has the meaning given in Minnesota Statutes, section 325L.02, paragraph (h).

**Statutory Authority:** *MS s 179.02; 179.82; 179A.04; 179A.16; 626.892*

**History:** *46 SR 1387*

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