

**7325.0100 FILING AND SERVICE GENERALLY.**

Subpart 1. **Filing.** For the purposes of this chapter:

A. Filing is accomplished by:

- (1) in-person delivery to the board before 4:30 p.m. on a working day;
- (2) first class United States mail with postage prepaid;
- (3) facsimile; or
- (4) as an attachment to an e-mail, with the express, prior written consent of the recipient who has provided an e-mail address for that purpose.

B. Anything filed with the board, unless otherwise specifically directed in writing by the board, a hearing officer, or the general counsel, must also be served on all other parties.

C. A filing by United States mail is deemed filed on the date of its postmark. A filing by e-mail is deemed filed on the date it is sent. A filing occurring on a Saturday, Sunday, or legal holiday is deemed to be filed on the next succeeding day which is not a Saturday, Sunday, or legal holiday.

Subp. 2. **Service.** For the purposes of this chapter, service is accomplished by:

A. in-person delivery;

B. first class United States mail with postage prepaid;

C. facsimile; or

D. as an attachment to an e-mail, with the express, prior written consent of the recipient who has provided an e-mail address for that purpose.

If service is by United States mail it shall be effective on the date of its postmark. A party served by United States mail shall have three additional days for responding or taking other action from the date of service. If service is by facsimile or e-mail and it is accomplished after 4:30 p.m. local Minnesota time, then the parties served shall have one additional day added to any prescribed period for responding or taking other action from the date of service.

**Statutory Authority:** *MS s 179A.041*

**History:** *40 SR 5*

**Published Electronically:** *July 12, 2016*