



Ohio Administrative Code Rule 124-11-05 Appearances.

Effective: [March 24, 2014](#)

- (A) Any person, unless prohibited by law, may represent himself or herself.
- (B) Any party who has a statutory representative must be represented by that representative, unless the party files written authorization from the statutory representative authorizing other representation.
- (C) Provided a party has not been subpoenaed and has authorized his or her representative to represent him or her in all facets of a hearing before the board, that party is not required to appear personally at the hearing.
- (D) Representatives shall file a notice of appearance with the board.
- (E) One who has filed a notice of appearance as the representative of a party is that party's representative of record unless and until a notice of withdrawal is filed with the state personnel board of review.
- (F) If more than one person files a notice of appearance as a party's representative, communications shall be sent as follows:
- (1) If one of the representatives who has filed a notice of appearance has been designated, in writing, to receive communications from the board, all communications shall be sent to that representative.
 - (2) If no representative has been designated to receive communications from the board, all communications shall be sent to the representative who last filed a notice of appearance.
 - (3) If it is impossible to determine who last filed a notice of appearance, all communications shall be sent to the representative whose name is first in alphabetical order.



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