



## Ohio Administrative Code

### Rule 3746-3-04 Case file.

Effective: January 1, 2018

---

(A) The commission shall maintain a case file of all cases pending before it other than cases appealed to the court of appeals.

(B) When a notice of appeal is filed with the commission:

(1) The secretary shall assign a case number to the appeal;

(2) Cases shall be numbered sequentially as filed;

(3) The secretary shall create a case file for filings relating to the case.

(C) The case file shall contain all matters relating to the pending case.

(D) Any person may examine and copy the case file during the commission's regular business hours subject to section 149.43 of the Revised Code.

(E) The secretary shall maintain an index to the case file.

---