



Ohio Administrative Code

Rule 3746-5-16 Filing and service of documents.

Effective: August 14, 2020

(A) Except as otherwise provided in this chapter, a filing may be accomplished by delivery, mail addressed to the commission, electronic mail, or through the commission's electronic case management system.

(B) Except as otherwise prescribed, copies of all papers filed with the commission shall, at or before the time of filing, be served on all other parties to the appeal. Service on a party represented by counsel shall be made on counsel.

(C) Except as otherwise agreed upon by the parties, service upon parties may be in person or by mail, by facsimile transmission, or by electronic mail. Personal service includes delivery of the copy to a clerk or other responsible person at the office of counsel. Service by mail is complete on mailing. Service by facsimile or electronic mail is complete upon transmission, but is not effective if the serving party learns that it did not reach the person served.

(D) Documents presented for filing shall contain an acknowledgment of service or proof of service in the form of a statement of the date and manner of service and of the names of the persons served, certified by the person who made service. Documents filed with the commission shall not be considered until proof of service is endorsed thereon or separately filed.
