



## Ohio Administrative Code Rule 4117-1-06 Appearances.

Effective: October 25, 2010

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(A) An attorney or representative for any party to a proceeding who has filed an initial pleading or notice of appearance for that party shall remain the attorney or representative of record and shall receive correspondence and service unless or until a motion to withdraw or a new notice of appearance has been filed with the board and served on all parties by a successor attorney or representative.

(B) A separate notice of appearance must be filed via electronic mail for each separate action. An attorney or representative shall update any change of contact information promptly.

(C) All board communications regarding a pending case will be sent via electronic mail to the representative named on the most recent notice of appearance in the particular case.

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