



Ohio Administrative Code Rule 4715-15-10 Service on parties.

Effective: April 2, 2010

(A) Any document required by Chapter 4715-15 of the Administrative Code to be served by a representative of record may be served either personally, by mail, by facsimile, or electronic mail.

(B) Service is complete on the date of mailing, or on personal service of the document, or the date of facsimile or electronic mail was sent. Any facsimile or electronic mail sent after five p.m. will be deemed served on the next business day.

(C) A motion shall be considered by the board or its attorney hearing examiner only if a certificate of service appears on it. Any signed statement is an acceptable certificate of service so long as it contains all of the following information:

- (1) Date of service;
 - (2) Method by which service was made;
 - (3) Address where service was made; and
 - (4) Name of the person or authority who was served.
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