



## Ohio Administrative Code

### Rule 4731-13-09 Service.

Effective: July 31, 2021

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To be considered by the board and its hearing examiner, any document required by Chapter 4731-13 of the Administrative Code to be served shall:

(A) Be served either personally, by regular mail, by facsimile, by e-mail, or through any electronic filing system which provides automatic notice to parties utilized by the board. Service is complete on the date of mailing, e-mailing, facsimile or personal service of the document.

(B) Contain the name, address, and telephone number of the person submitting the document and shall be appropriately captioned to indicate the name of the respondent.

(C) Have a certificate of service on it. A certificate of service shall be signed and contain the following:

- (1) The date of service;
  - (2) The method by which service was made;
  - (3) The address where service was made; and
  - (4) The name of the person or authority who was served.
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