



Ohio Administrative Code

Rule 4901:2-7-03 Service.

Effective: July 1, 2023

(A) General provisions

(1) The official address of the staff is "Public Utilities Commission of Ohio, Transportation Compliance Division, 180 East Broad Street, Columbus, OH 43215-3793".

(2) All documents served upon the staff via facsimile transmission must be sent to the facsimile machine in the commission's transportation compliance division at (614) 466-2753.

(B) Unless provided otherwise by this chapter, service upon the staff may be made by ordinary or certified United States mail, by courier service, by facsimile transmission, by personal service, or via any electronic means that the staff makes available to a respondent to achieve service upon the staff. Service is effective upon receipt except that service by United States mail is complete upon mailing and service by facsimile transmission or electronic means is complete upon transmission.

(C) Service upon a respondent occurs by ordinary or certified United States mail, by courier service, by facsimile transmission, by personal service, or via any electronic means that a respondent has consented to for the purpose of receiving service. Service is effective upon receipt by any person, except that service by ordinary or certified United States mail is effective upon mailing and service by facsimile transmission or electronic mail is complete upon transmission. Service upon a respondent by ordinary or certified United States mail occurs at any of the following:

(1) If the respondent is a natural person:

(a) The address listed on a report of violation.

(b) The address listed on the respondent's driver's license or in the records of drivers' licenses maintained by a state.



(c) If the respondent has filed a request for conference or otherwise appeared, itself or through an authorized representative, at the address indicated in the appearance or other communication.

(d) The respondent's place of employment.

(e) The last known address of the respondent.

(2) If the respondent is other than a natural person:

(a) If the respondent has filed a request for conference or otherwise appeared, itself or through an authorized representative, at the address indicated in the appearance or other communication.

(b) The address listed on an application form submitted pursuant to Chapter 4901:2-6, 4901:2-15, or 4901:2-21 of the Administrative Code, or otherwise designated by the respondent, in writing, with the staff.

(c) The address disclosed on a report of violation.

(d) Any business address of the respondent.

(e) The address of any agent designated by the respondent to receive service on its behalf.

(D) Once a respondent has served a request for administrative hearing in pursuant to rule 4901:2-7-13 of the Administrative Code, any further service occurs in accordance with Chapter 4901-1 of the Administrative Code.