

1400.5550 SERVICE AND FILING PROCEDURE.

Subpart 1. **Certificate of service.** A certificate of service must be made by the person making the service. A certificate of service must bear the name of the person certifying that service has been made, but need not be signed or notarized.

Subp. 2. **Service by mail.** Service by mail or licensed overnight express mail service is effective upon placing the item to be served in the mail or delivering it to the authorized agent of the express mail service. Postage must be prepaid. Mail to a person other than a state agency shall be addressed to the last known address of the person. Agencies of the state of Minnesota may also deposit the document with the state of Minnesota's central mail system for United States mail.

Subp. 3. **Personal service.** Personal service may be accomplished by either delivering the document to the person or by leaving the document at the person's home or place of business with someone of suitable age and discretion who resides in the same house or who is located at the same business address as the person to be served.

Subp. 4. **Service upon a confined person.** If a person is confined to a federal or state institution, a copy of the document must also be served upon the chief executive officer of the institution.

Subp. 5. **Filing by facsimile and other means.** Any paper relating to hearings conducted by an administrative law judge under Minnesota Statutes, chapter 14, may be filed with the office by fax transmission. Filings are effective on the date that the office receives the fax transmission if the transmission is begun before 4:30 p.m. on that date. The filing of a fax has the same force and effect as the filing of the original document. Filings made by other means described in part 1400.5100, subpart 3a, are effective on the date the office receives the filing.

Statutory Authority: *MS s 14.51; 15.474*

History: *26 SR 391*

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