

**7—2503.3(17A) Intervention.**

**2503.3(1)** A person who qualifies under the law as an intervenor may intervene in a proceeding for a declaratory order by filing a petition for intervention within 30 days of the notice provided in accordance with rule 7—2503.2(17A).

**2503.3(2)** If a person files a petition for intervention before a proceeding for a declaratory order concludes, the agency has discretion to allow the person to intervene.

**2503.3(3)** An intervenor seeking to intervene in a petition for declaratory order is obligated to file the petition for intervention at the agency’s address or agency’s email. The petition for intervention is considered filed when received at either address. The agency will provide the intervenor with a file-stamped copy of the petition upon request. The agency can only accept petitions for intervention that are typewritten or legibly handwritten in ink. Intervenors are also obligated to submit the petition so that it substantially conforms with the following:

[AGENCY NAME]	
Petition by [name of original petitioner] for the [adoption, amendment, or rescission] of rules relating to [state subject matter].	PETITION FOR INTERVENTION

1. Facts supporting the intervenor’s standing and qualifications for intervention.
2. The answers urged by the intervenor to the question or questions presented and a summary of the reasons urged in support of those answers.
3. Reasons for requesting intervention and disclosure of the intervenor’s interest in the outcome.
4. Whether the intervenor is currently a party to any proceeding involving the questions at issue and whether, to the intervenor’s knowledge, those questions have been decided by, are pending determination by, or are under investigation by any agency or court of law.
5. The names and addresses of any additional persons, or a description of any additional class of persons, known by the intervenor to be affected by or interested in the questions presented.
6. Whether the intervenor consents to be bound by the determination of the matters presented in the declaratory order proceeding.

**2503.3(4)** The intervenor is obligated to ensure the petition for intervention includes:

- a. The signature of intervenor or intervenor’s representative;
- b. The date of signature;
- c. The name, mailing address, email, and telephone number of the intervenor and intervenor’s representative; and
- d. Contact information for the person (intervenor or intervenor’s representative) to whom the agency should direct communications concerning the petition for intervention.

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