

**263—9.4(368) Filing of documents.** Each party shall serve any document that it files with the board or committee on all other parties and provide proof of service. The board or committee shall give all parties a copy of any document filed with the board or committee that was not served on all other parties or that was provided by someone other than a party. All parties shall have an opportunity to comment on any such document either orally or in writing as the board or committee so specifies. Except as otherwise provided by law, a document is deemed filed at the time it is received by board staff.

**9.4(1) Form of motions.**

*a.* No technical form for motions is required. Prehearing motions must be in writing, state the grounds for relief, and state the relief sought.

*b.* Any party may file a written response to a motion within ten days after the motion is served, unless the time period is extended or shortened by the committee.

*c.* In ruling on a motion, the committee may consider a failure to respond within the required time period as evidence of a lack of objection to the motion.

**9.4(2) Proof of service.**

*a.* Proof of mailing includes either a legible United States Postal Service nonmetered postmark on the envelope, a certificate of service, a notarized affidavit, or a certification in substantially the following form: I certify under penalty of perjury and pursuant to the laws of Iowa that, on (date of mailing), I mailed copies of (describe document) addressed to the (insert board title) and to the names and addresses of the parties listed below by depositing the same in (a United States post office mailbox with correct postage properly affixed or state interoffice mail).

(Date)

(Signature)

*b.* The committee chairperson may by order permit service or filing of a particular document by email or similar electronic means, unless precluded by a provision of law. In the absence of such an order, electronic transmission shall not satisfy service or filing requirements but may be used to supplement service or filing.

**9.4(3) Time requirements.**

*a.* Time shall be computed as provided in Iowa Code section 4.1(34).

*b.* For good cause, the committee may extend or shorten the time to take any action, except as precluded by statute. Except for good cause stated in the record, before extending or shortening the time to take any action, the committee shall afford all parties an opportunity to be heard or to file written arguments.

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