621—2.15(20) Service of pleadings and other papers.

2.15(1) *Service—upon whom made.* Whenever under these rules nonelectronic service is required or permitted to be made upon a person or party, such service shall be as follows:

a. Upon any city, or board, commission, council or agency thereof, by serving the mayor, city clerk, city administrator, or city personnel officer.

b. Upon any county, or office, board, commission or agency thereof, by serving the county auditor, the chairperson of the county board of supervisors, or the county personnel director.

c. Upon any school district or school corporation, by serving the presiding officer, the secretary of its governing body, the superintendent, the school business official, or the human resources director.

d. Upon the state of Iowa, or board, commission, council, office or agency thereof, by serving the director of the department of administrative services or the executive director of the board of regents.

e. Upon the state judicial department, by serving the state court administrator.

f. Upon any other governing body, by serving its presiding officer, clerk, secretary, or personnel director.

g. Upon an employee organization, by serving the person designated by the employee organization to receive service pursuant to 621—subrule 8.4(2) or by service upon the president or secretary of the employee organization.

h. Upon any other person, by serving that person or that person's attorney of record.

2.15(2) *Service—how made.* Except as provided in rule 621—3.4(20) and subrule 2.12(3) and 621—subrule 4.2(2), whenever nonelectronic service of any document is permitted or required by these rules, the service shall be sufficient if made by ordinary mail. If the document served is an initial filing in a proceeding, the serving party shall also serve with the document an agency-approved information sheet regarding mandatory electronic filing.

2.15(3) *Proof of service.* Where personal service or service by certified or ordinary mail is permitted or required by these rules, the serving party shall file the return of personal service or certified mail return receipt with the agency. Where service by ordinary mail is permitted under these rules, the serving party shall include the following or a substantially similar certificate on the original document filed with the agency:

"I hereby certify that on _____ I sent a copy of the foregoing matter to
(date)
the following parties of record or their representatives at the addresses indicated, by depositing same in a United States mail receptacle with sufficient postage affixed.

(Signed) _____"
(party or representative)

Unless excepted by 621—subrule 16.4(2), proof of service shall be filed electronically in accordance with 621—Chapter 16.

[**ARC 1583C**, IAB 8/20/14, effective 9/24/14; **ARC 3278C**, IAB 8/30/17, effective 8/10/17; **ARC 4457C**, IAB 5/22/19, effective 6/26/19; **ARC 5631C**, IAB 5/19/21, effective 6/23/21; **ARC 7011C**, IAB 5/3/23, effective 6/7/23]