

481—435.7(17A) Requests for contested case proceeding. Any person seeking or claiming entitlement to a contested case hearing shall file a written request for such a proceeding within the time specified by the particular rules or statutes governing the subject matter or, in the absence of such law, the time specified in the board action in question.

435.7(1) Contents of request. The request for a contested case proceeding should:

- a. State the name and address of the requester;
- b. Identify the specific board action that is disputed;
- c. Describe issues of material fact in dispute; and
- d. Where the requester is represented by a lawyer, identify the provisions of law or precedent requiring or authorizing the holding of a contested case proceeding in the particular circumstances involved.

435.7(2) Board action on request. If the board grants the request, the board will issue a notice of hearing. If the board denies the request, the board will issue a written order specifying the basis for the denial.

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