

481—10.5(10A) Transmission of contested cases.

10.5(1) The agency shall transmit the matter either by creating a new case in AEDMS or by submitting a transmittal form. The following information is required:

- a.* The name of the transmitting agency;
- b.* The name, address, email address, and telephone number of the contact person in the transmitting agency;
- c.* The name or title of the proceeding;
- d.* Any agency docket or reference number;
- e.* A citation to the jurisdictional authority of the agency regarding the matter in controversy;
- f.* Any anticipated special features or requirements that may affect the hearing;
- g.* Whether the hearing should be held in person, by telephone, or by video conference call;
- h.* Any special legal or technical expertise needed to resolve the issues in the case;
- i.* The names, phone numbers, email addresses, and addresses of all parties and their attorneys or other representatives;
- j.* The date the request for a contested case hearing was received by the agency;
- k.* A statement of the issues involved and a reference to statutes and rules involved;
- l.* Any mandatory time limits that apply to the processing of the case;
- m.* Earliest appropriate hearing date; and
- n.* Whether a petition or answer is required.

10.5(2) The following documents shall be attached to the completed transmittal form or uploaded into AEDMS upon filing of a new case:

- a.* A copy of the document showing the agency action in controversy; and
- b.* A copy of any document requesting a contested case hearing.

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