

**621—16.10 (20) Service.**

**16.10(1) *Initial filing.*** An initial filing in a proceeding shall be served upon other parties nonelectronically in the manner specified in rule 621—2.15(20). The document being served must be accompanied by an agency-approved information sheet regarding mandatory electronic filing. Unless exempted by subrule 16.4(2), proof of service of the initial filing shall be electronically filed.

**16.10(2) *Subsequent filings.*** All subsequent filings shall be electronically served via the electronic document management system, unless a party to the proceeding is exempted from electronically filing documents by subrule 16.4(2). If a party is so exempted, all documents filed by all parties to the proceeding shall be served in accordance with rule 621—2.15(20).

**16.10(3) *Proof of service of nonelectronic filings.***

*a.* Parties filing pursuant to paragraph 16.4(2) “*b*” shall file a proof of service electronically.

*b.* Parties filing pursuant to the exceptional circumstances provision in paragraph 16.4(2) “*c*” must attach a nonelectronic proof of service to the filing.

*c.* Parties to a proceeding initially filed prior to January 1, 2015, must attach a nonelectronic proof of service to their nonelectronic filings.

**16.10(4) *Electronic service and distribution of electronic filings.***

*a.* When a document is electronically filed, it will be served through the electronic document management system to all parties to the adjudicatory proceeding who are registered users. No other service is required unless ordered by the agency.

*b.* Notices of electronic filing will continue to be sent to registered users appearing or intervening in a proceeding until they have filed a withdrawal of appearance.

**16.10(5) *Agency-generated documents.***

*a. Electronic filing and service.* All agency-generated documents issued in adjudicatory proceedings governed by this chapter shall be electronically filed and served.

*b. Paper copies.* The agency shall not mail paper copies of any documents absent approval by the board.