

IN THE WYOMING OFFICE OF ADMINISTRATIVE HEARINGS

IN THE MATTER OF PREAPPROVAL)
FOR FILING BY) General Order 2020-1
E-MAIL and FACSIMILE)

ORDER PREAPPROVING FILING BY EMAIL AND FACSIMILE
PURSUANT TO OAH RULE, CHAPTER 2, SECTION 11(b)

THIS MATTER came before the Office of Administrative Hearings (Office) upon its own motion and in consideration of the State of Wyoming, Executive Order 2020-02, declaring a state of emergency in Wyoming relative to the coronavirus, also known as COVID-19. In light of that declaration and to protect the health and safety of Office employees, parties to cases at the Office, and the general public, the Office hereby **ORDERS that filing by e-mail and facsimile shall be PREAPPROVED from Friday, March 20, 2020, through Friday April 10, 2020**, pursuant to Wyoming Statute §§ 9-2-2202(a)(ii) and 9-2-2203, and applicable Office Rules and Regulations described below:

1. The Office's Rules, Chapter 2, Section 11(b), provide:

Filing and service under this rule shall be made either by hand delivery or by U.S. mail transmittal to the last known address. If the referring agency or adjudicative agency permits filing and service by any electronic method, filing and service may be accomplished accordingly. Parties wishing to file by means other than those described in this Section shall obtain preapproval from the hearing officer.

2. **PREAPPROVAL** is hereby **GRANTED** for filing documents with the Office by e-mail and facsimile.
3. E-mail filings should be delivered to the following address: **jana.reutlinger1@wyo.gov**
4. Facsimile filings should be delivered to the following number: **(307) 777-5269**
5. Preapproval for facsimile filing is limited to documents not exceeding 10 pages in length. Filings exceeding 10 pages should be filed by U.S. Mail or e-mail.

6. Filing by U.S. Mail or electronic means described above is preferred over filing by hand delivery; however, hand delivered filings will be permitted at this time, subject to ongoing review.

7. This Order is effective for all filings in the Cheyenne Office and any of the Field Offices (i.e. Hearing Examiners Deb Baumer, Sharon Rose, and Scott Kath). The Cheyenne Office will ensure that filings for the Field Offices are directed to the appropriate Hearing Examiner.

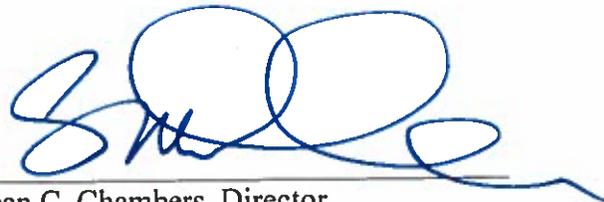
8. All other filing requirements of Chapter 2, Section 11(a) remain in effect, to wit:

In all contested cases, the parties shall file all original documents, pleadings, and motions with the referring agency or adjudicative agency, as applicable, with true and correct copies of the particular document, pleading, or motion properly served on all other parties and the hearing officer, accompanied by a certificate of service. The referring agency or adjudicative agency shall maintain the complete original file, and all parties and the hearing officer shall be provided copies of all contested case documents, pleadings, and motions contained therein.

9. Referring Agencies, as defined by Office Rule, Chapter 2, Section 3(h), that refer matters to the Office for contested case hearings may file the appropriate transmittal sheet and referral documents, as described in Chapter 2, Section 6, via the electronic means set forth above.

10. This Order shall be in effect from March 20, 2020, to April 10, 2020, unless modified by further order of the Office.

DONE this 19 day of March, 2020



Sean C. Chambers, Director
State of Wyoming
Office of Administrative Hearings