

**IDAPA 59  
TITLE 01  
CHAPTER 01**

**IDAPA 59 – PUBLIC EMPLOYEE RETIREMENT SYSTEM OF IDAHO**

**59.01.01 – PERSI RULES OF ADMINISTRATIVE PROCEDURE**

**Subchapter A -- General Provisions  
(Rules 0 Through 99 -- General Provisions)**

**000. LEGAL AUTHORITY (RULE 0).**

All PERSI rules are adopted under the legal authority of Sections 50-1507, 50-1508, 50-1524, 59-1301, 59-1314, 59-1372, 59-1383, 59-1392, and 72-1405, Idaho Code. (7-1-93)

**001. TITLE AND SCOPE (RULE 1).**

The title of this chapter is IDAPA 59.01.01, "PERSI Rules of Administrative Procedure." (7-1-93)

**002. INCORPORATION BY REFERENCE (RULE 2).**

PERSI adopts through incorporation by reference as if set forth fully herein, the following Idaho Rules of Administrative Procedure of the Attorney General, IDAPA 04.11.01, updated by the Attorney General on April 7, 2011 (IDAPA 04.11.01): 004, 051, 052, 100, 101, 103, 104, 153, 154, 157, 201, 203-206, 240, 280, 304, 416, 417, 500, 501, 510-513, 520-524, 526, 527, 529, 530, 553-555, 558-565, 600-605, 610-614, 651, 701, 702, 710, 720, 750, 760, 770, 780, 791, 800, 810, 812, 814, 815, 820, 822, 832, 834, 840, 850, and 860. (6-30-19)T

**003. WRITTEN INTERPRETATIONS – AGENCY GUIDELINES (RULE 3).**

Written interpretations of these rules, to the extent they exist, are available from PERSI, at the Boise Office at 607 North Eighth Street, Boise, Idaho 83702. (6-30-19)T

**004. ADMINISTRATIVE APPEAL (RULE 4).**

Administrative appeals are conducted pursuant to Rules 101 through 104 and 150 through 789. (7-1-93)

**005. DEFINITIONS (RULE 5).**

As used in this chapter: (7-1-93)

**01. Agency.** The retirement board (Board) of the Public Employee Retirement System of Idaho (PERSI) or its delegates, including the executive director who is secretary to the Board. (7-1-93)

**02. Agency Head.** The Board or its delegates. (7-1-93)

**03. Board.** The PERSI retirement board. (7-1-93)

**04. Bulletin.** The Idaho administrative bulletin established in Chapter 52, Title 67, Idaho Code. (7-1-93)

**05. Contested Case.** A proceeding which results in the issuance of an order. (7-1-93)

**06. Coordinator.** The administrative rules coordinator prescribed in Section 67-5202, Idaho Code. (7-1-93)

**07. Document.** Any proclamation, executive order, notice, rule or statement of policy of an agency. (7-1-93)

**08. Executive Director.** The executive director serving at the pleasure of the Board, or the director's delegee. (7-1-93)

**09. Hearing Officer(s).** A hearing officer is a person other than the agency head appointed to hear

contested cases on behalf of the agency. Unless otherwise provided by statute or rule, hearing officers may be employees of the agency or independent contractors. Hearing officers may be (but need not be) attorneys. Hearing officers who are not attorneys should ordinarily be persons with technical expertise or experience in issues before the agency. (7-1-93)

**10. Official Text.** The text of a document issued, prescribed, or promulgated by the agency in accordance with this chapter, and is the only legally enforceable text of such document. (7-1-93)

**11. Order.** An agency action of particular applicability that determines the legal rights, duties, privileges, immunities, or other legal interests of one (1) or more specific persons. (7-1-93)

**12. Party.** Each person or agency named or admitted as a party, or properly seeking and entitled as of right to be admitted as a party. (7-1-93)

**13. Person.** Any individual, partnership, corporation, association, governmental subdivision or agency, or public or private organization or entity of any character. (7-1-93)

**14. Presiding Officer(s).** One (1) or more members of the Board, the executive director, or duly appointed hearing officers may preside at hearing as authorized by the Board. When more than one officer sits at hearing, they may all jointly be presiding officers or may designate one of them to be the presiding officer. (7-1-93)

**15. Secretary.** The PERSI executive director or the director's delegee. (7-1-93)

**006. (RESERVED)**

**007. OFFICE – OFFICE HOURS – MAILING ADDRESS -- STREET ADDRESS (RULE 7).**  
PERSI Office hours are 8 a.m. to 5 p.m. Monday through Friday. PERSI's main office mailing and street addresses is 607 North Eighth Street, Boise, Idaho 83702. The telephone numbers are Phone: (208) 334-3365 or 1-800-451-8228 and the FAX number is (208) 334-4026. (5-6-94)

**008. FILING OF DOCUMENTS -- NUMBER OF COPIES -- FACSIMILE TRANSMISSION (FAX) (RULE 8).**  
An original and two (2) copies of all documents in rulemaking or contested cases must be filed with the secretary or with the officer designated by the agency to receive filing in the case. Pleadings and other documents not exceeding ten (10) pages in length requiring urgent or immediate action may be filed by facsimile transmission (FAX). Whenever any document is filed by FAX, if possible, originals must be delivered by overnight mail the next working day. (7-1-93)

**009. -- 052. (RESERVED)**

**053. COMMUNICATIONS WITH AGENCY -- IDENTIFICATION -- FILING (RULE 53).**  
All written communications and documents that are intended to be a part of an official record for a decision in a contested case must be filed with the officer designated by the agency. Communications addressing or pertaining to a given proceeding must be written under that proceeding's case caption and case number if assigned. Otherwise, such communications must specifically refer to the subject matter. Unless otherwise provided by statute, rule, order or notice, documents are considered filed when received by the officer designated to receive them, not when mailed. (7-1-93)

**054. SERVICE ON PARTIES AND OTHER PERSONS (RULE 54).**  
All documents intended to be part of the agency record for decision must be served upon the representatives of each party of record concurrently with filing with the officer designated by the agency to receive filings. In a contested case, when a document has been filed by FAX, it must be served upon all other parties with FAX facilities by FAX and upon the remaining parties by overnight mail, hand delivery, or the next best available service if these services are not available. The presiding officer may direct that some or all of these documents be served on interested or affected persons who are not parties. (7-1-93)

**055. PROOF OF SERVICE (RULE 55).**

Every document filed with and intended to be part of the agency record must be attached to or accompanied by proof of service by the following or similar certificate:

I HEREBY CERTIFY (swear or affirm) that I have this day of \_\_\_\_\_, served the foregoing name(s) or titles of document(s) upon all parties of record in this proceeding by delivering a copy thereof in person: (list names) by mailing a copy thereof, properly addressed with postage prepaid, to: (list names).

(Signature)  
(Title)

(7-1-93)

**056. SERVICE BY AGENCY (RULE 56).**

Unless otherwise provided by statute or these rules, the officer designated by the agency to serve rules, notices, summonses, complaints, and orders issued by the agency may serve these documents by United States mail, to a party's last known mailing address or by personal service. Unless otherwise provided by statute, these rules, order or notice, service of orders and notices is complete when a copy, properly addressed and stamped, is deposited in the United States mail or the Statehouse mail, if the party is a State employee or State agency. The officer designated by the agency to serve documents in a proceeding must serve all orders and notices on the representatives of each party designated pursuant to these rules for that proceeding and upon other persons designated by these rules or by the agency. (7-1-93)

**057. COMPUTATION OF TIME (RULE 57).**

Whenever statute, these or other rules, order, or notice requires an act to be done within a certain number of days of a given day, the given day is not included in the count. If the day the act must be done is Saturday, Sunday or a legal holiday, the act may be done on the first day following that is not Saturday, Sunday or a legal holiday. (7-1-93)

**058. FEES AND REMITTANCES (RULE 58).**

Fees and remittances to the agency must be paid by: electronic transfer, money order, bank draft or check payable to PERSI. Remittances in currency or coin are wholly at the risk of the remitter, and the agency assumes no responsibility for their loss. (7-1-93)

**059. -- 099. (RESERVED)**

**Subchapter B -- Contested Cases**  
**Contested Cases - Rule 100 Through 800**

**100. FURTHER PROCEEDINGS (RULE 100).**

Any person aggrieved by any otherwise final decision or inaction of the Board, before filing an appeal to district court, must initiate a formal proceeding before the Board in accordance with the requirements of Rule 104. (7-1-93)

**101. -- 149. (RESERVED)**

**Parties to Contested Cases -- Other Persons - Rules 150 Through 199**

**150. PARTIES TO CONTESTED CASES LISTED (RULE 150).**

Parties to contested cases before the agency are called petitioners, complainants or respondents. On reconsideration or appeal within the agency, parties are called by their original titles listed in the previous sentence. (7-1-93)

**151. PETITIONERS (RULE 151).**

Persons who seek to modify, amend or stay existing orders or rules of the agency, to clarify their rights or obligations under law administered by the agency, to ask the agency to initiate a contested case, or to otherwise take action that will result in the issuance of an order or rule, are called "petitioners". (7-1-93)

**152. -- 199. (RESERVED)**

**Representatives of Parties - Rules 200 Through 209**

**200. INITIAL PLEADING BY PARTY -- LISTING OF REPRESENTATIVES (RULE 200).**

The initial pleading of each party at the formal stage of a contested case (petition, complaint, motion, or answer) must name the party's representative(s) for service and state the representative's(s') address(es) for purposes of receipt of all official documents. Service of documents on the named representative(s) is valid service upon the party for all purposes in that proceeding. If no person is explicitly named as the party's representative, the person signing the pleading will be considered the party's representative. (7-1-93)

**201. REPRESENTATION OF PARTIES AT HEARING (RULE 201).**

**01. Appearances and Representation.** To the extent authorized or required by law, appearances and representation of parties or other persons at formal hearing or prehearing conference must be as follows: (7-1-93)

**a.** Natural person. A natural person may represent himself or herself or be represented by a duly authorized employee, attorney, family member or friend. (7-1-93)

**b.** A partnership may be represented by a partner, duly authorized employee, or attorney. (7-1-93)

**c.** A corporation may be represented by an officer, duly authorized employee, or attorney. (7-1-93)

**d.** A municipal corporation, local government agency, unincorporated association or nonprofit organization may be represented by an officer, duly authorized employee, or attorney. (7-1-93)

**02. Representatives.** The representatives of parties at hearing, and no other persons or parties appearing before the agency, are entitled to examine witnesses and make or argue motions. (7-1-93)

**202. -- 209. (RESERVED)**

**Pleadings -- In General - Rules 210 Through 299**

**210. PLEADINGS LISTED -- MISCELLANEOUS (RULE 210).**

Pleadings in contested cases include, but are not limited to petitions, complaints, motions, answers, consent agreements, briefs, memoranda, statements of position, and orders. Affidavits or declarations under penalty of perjury may be filed in support of any pleading. A party's initial pleading in any proceeding must comply with Rule 200, but the presiding officer may allow documents filed during informal stages of the proceeding to be considered a party's initial pleading without the requirement of resubmission to comply with this rule. All pleadings filed during the formal stage of a proceeding must be filed in accordance with Rules 300 through 305. A party may adopt or join any other party's pleading. Two or more separately stated grounds, claims or answers concerning the same subject matter may be included in one pleading. (7-1-93)

**211. -- 229. (RESERVED)**

**230. PETITIONS -- DEFINED -- FORM AND CONTENTS (RULE 230).**

**01. Pleadings Defined.** All pleadings requesting the following are called "petitions": (7-1-93)

**a.** Modification, amendment or stay of existing orders or rules; (7-1-93)

**b.** Clarification, declaration or construction of the law administered by the agency or of a party's rights or obligations under law administered by the agency; or (7-1-93)

**c.** Rehearing or reconsideration. (7-1-93)

**02. Petitions.** Petitions must: (7-1-93)

**a.** State the facts upon which they are based; (7-1-93)

- b. Refer to the particular provisions of statute, rule, order or other controlling law upon which they are based; (7-1-93)
- c. State the relief desired; and (7-1-93)
- d. State the name of the person petitioned against (the respondent), if any. (7-1-93)

**03. Form and Contents of Petition of Declaratory Rulings.** Any person petitioning for a declaratory ruling on the applicability of a statute, rule or order administered by the agency must substantially comply with this rule. (7-1-93)

- a. Form. The petition shall: (7-1-93)
  - i. Identify the petitioner and state the petitioner's interest in the matter; (7-1-93)
  - ii. State the declaratory ruling that the petitioner seeks; and (7-1-93)
  - iii. Indicate the statute, order, rule, or other controlling law, and the factual allegations upon which the petitioner relies to support the petition. (7-1-93)
- b. Legal Assertions. Legal assertions in the petition may be accompanied by citations of cases and/or statutory provisions. (7-1-93)

**231. -- 259. (RESERVED)**

**260. MOTIONS -- DEFINED -- FORM AND CONTENTS -- TIME FOR FILING -- PROCEDURE (RULE 260).**

- 01. Defined.** All other pleadings requesting the agency to take any other action in a contested case, except consent agreements or pleadings specifically answering other pleadings, are called "motions". (7-1-93)
- 02. Form and Contents.** Motions must: (7-1-93)
  - a. Fully state the facts upon which they are based; (7-1-93)
  - b. Refer to the particular provision of statute, rule, order, notice, or other controlling law upon which they are based; and (7-1-93)
  - c. State the relief sought. (7-1-93)
- 03. Other.** If the moving party desires oral argument or hearing on the motion, it must state so in the motion. Any motion to dismiss, strike or limit a complaint or petition must be filed before the answer is due or be included in the answer, if the movant is obligated to file an answer. If a motion is directed to an answer, it must be filed within fourteen (14) days after service of the answer. Other motions may be filed at any time upon compliance with Rule 260.04. (7-1-93)

**261. -- 269. (RESERVED)**

**270. ANSWERS -- DEFINED -- FORM AND CONTENTS -- TIME FOR FILING (RULE 270).**  
All pleadings responding to the allegations or requests of complaints, petitions, or motions are called "answers". (7-1-93)

**01. Answers to Pleadings Other Than Motions.** Answers to complaints, petitions or appeals must be filed and served on all parties of record within twenty-eight (28) days after service of the pleading being answered, unless order or notice modifies the time within which answer may be made, or, a motion to dismiss is made within twenty-eight (28) days. When an answer is not timely filed under this rule, the presiding officer may issue a notice of

default against the respondent pursuant to Rule 702. Answers must admit or deny each material allegation of the complaint or petition. Any material allegation not specifically admitted shall be considered to be denied. Matters alleged by cross-complaint or affirmative defense must be separately stated and numbered. (7-1-93)

**02. Answers to Motions.** Answers to motions may be filed by persons or parties who are the object of a motion or by parties opposing a motion. The person or party answering the motion must do so with all deliberate and reasonable speed. In no event is a party entitled to more than fourteen (14) days to answer a motion or to move for additional time to answer. The presiding officer may act upon a prehearing motion under Rule 260.04. (7-1-93)

**271. -- 299. (RESERVED)**

**Filing, Service, Amendment and Withdrawal of Documents - Rules 300 Through 349**

**300. FORM OF PLEADINGS (RULE 300).**

All pleadings submitted by a party and intended to be part of an agency record must comply with the following: (7-1-93)

- 01. Requirements.** Pleadings must: (7-1-93)
  - a.** Be submitted on white eight and one-half inch (8 1/2") by eleven inch (11") paper copied on one (1) side only; (7-1-93)
  - b.** State the case caption, case number and title of the document; (7-1-93)
  - c.** Include on the upper left corner of the first page the name(s), mailing and street address(es), and telephone and FAX number(s) of the person(s) filing the document or the person(s) to whom questions about the document can be directed; and (7-1-93)
  - d.** Have at least one inch (1") left and top margins. (7-1-93)

**02. Form.** Documents complying with this rule will be in the following form:

Name of Representative  
Mailing Address of Representative  
Street Address of Representative (if different)  
Telephone Number of Representative  
FAX Number of Representative (if there is one)  
Attorney/Representative for (Name of Party)

BEFORE THE RETIREMENT BOARD  
OF THE PUBLIC EMPLOYEE RETIREMENT SYSTEM OF IDAHO

)  
In re the Matter of ) CASE NO.  
)  
) (TITLE OF DOCUMENT)

(7-1-93)

**301. -- 304. (RESERVED)**

**305. AMENDMENTS TO PLEADINGS -- WITHDRAWAL OF PLEADINGS (RULE 305).**

The presiding officer may allow any pleading to be amended or corrected or any omission to be supplied. Pleadings

will be liberally construed, and defects that do not affect substantial rights of the parties may be disregarded. A party desiring to withdraw a pleading must file a notice of withdrawal of the pleading and serve all parties with a copy. Unless otherwise ordered by the presiding officer, the notice is effective fourteen (14) days after filing. (7-1-93)

**306. -- 399. (RESERVED)**

**Hearing Officers and Presiding Officers - Rules 400 Through 499**

**400. DISQUALIFICATION OF OFFICERS HEARING CONTESTED CASES (RULE 400).**

Pursuant to Section 67-5252, Idaho Code, persons designated as presiding officers are subject to disqualification for bias, prejudice, interest, substantial prior involvement in the case other than as a presiding officer, status as an employee of the agency, lack of professional knowledge in the subject matter of the contested case, or any other reason provided by law or for any cause for which a judge is or may be disqualified. Any party may petition for the disqualification of a hearing officer. However, the petition must be filed not later than fourteen (14) days after receiving notice that the officer will preside at a contested case or upon discovering facts establishing grounds for disqualification, whichever is later. Any party may assert a blanket disqualification for cause of all employees of the agency hearing the contested case, other than the agency head, prior to the designation of presiding officer(s). A presiding officer whose disqualification is requested shall determine in writing whether to grant the petition for disqualification, stating facts and reasons for the hearing officer's determination. Challenge to an agency head must be made pursuant to Sections 59-704 and 67-5252(4), Idaho Code. (7-1-93)

**401. SCOPE OF AUTHORITY OF PRESIDING OFFICERS (RULE 401).**

The scope of presiding officers' authority may be restricted in the appointment by the agency. Unless the agency otherwise provides, presiding officers have the standard scope of authority, which is: (7-1-93)

**01. Schedule Cases.** Authority to schedule cases assigned to the presiding officers including authority to issue notices of prehearing conference and of hearing, as appropriate. (7-1-93)

**02. Schedule and Compel Discovery.** Authority to schedule and compel discovery when discovery is authorized before the agency, and to require advance filing of expert testimony when authorized before the agency. (7-1-93)

**03. Conduct Hearings.** Authority to preside at and conduct hearings, administer oaths, accept evidence into the record, rule upon objections to evidence, preserve and enforce order, issue subpoenas for and to compel the attendance of witnesses or the production of books, papers, documents and other evidence, and, to examine witnesses. (7-1-93)

**04. Issue Decisions for Review.** Authority to issue a written decision for review and confirmation by the Board, including a narrative of the proceedings before the presiding officer and findings of fact, conclusions of law, and recommended or preliminary orders. (7-1-93)

**402. CHALLENGES TO STATUTES (RULE 402).**

A presiding officer in a contested case has no authority to declare a statute unconstitutional. However, when a court of competent jurisdiction whose decisions are binding precedent in the state of Idaho has declared a statute unconstitutional, or when a federal authority finds that the same state statute or rule or a substantively identical state statute or rule that would otherwise apply has been challenged in the proceeding before the presiding officer, then the officer shall apply the precedent of the court or the preemptive action of the federal authority to the proceeding before the officer and decide the proceeding in accordance with the precedent of the court or the preemptive action of the federal authority. (7-1-93)

**403. -- 499. (RESERVED)**

**Post-Pleading Procedure - Rules 500 Through 699**  
**Alternative Dispute Resolution (ADR) - Rules 500 Through 509**

**500. PRIVILEGE (RULE 500).**

Communications in an ADR proceeding, including facts disclosed, offers made and all other aspects of the

proceeding, are privileged and shall not be included in the record or disclosed by the neutral or by any party to the proceeding unless all parties to the proceeding consent in writing, the communication has already been made public, or is required by court order, statute or agency rule to be made public. (7-1-93)

**501. FACTS DISCLOSED NOT PART OF THE RECORD (RULE 501).**

Unless parties agree otherwise, facts disclosed, offers made and all other aspects of negotiation (except agreements reached) in prehearing conferences in a contested case are not part of the record. (7-1-93)

**502. -- 519. (RESERVED)**

**Discovery -- Related Prehearing Procedures - Rules 520 Through 549**

**520. SUBPOENAS (RULE 520).**

The agency may issue subpoenas as authorized by statute, upon a party's motion or upon its own initiative. The presiding officer upon motion to quash made promptly, and in any event, before the time to comply with the subpoena, may quash the subpoena, or condition denial of the motion to quash upon reasonable terms. (7-1-93)

**521. FILING AND SERVICE OF DISCOVERY-RELATED DOCUMENTS (RULE 521).**

Notices of deposition, cover letters stating that production requests, written interrogatories or requests for admission have been served, cover letters stating answers to production requests, written interrogatories, or requests for admission have been served or are available for inspection, and objections to discovery must be filed and served as provided in the discovery order. (7-1-93)

**522. SANCTIONS FOR FAILURE TO OBEY ORDER COMPELLING DISCOVERY (RULE 522).**

The presiding officer may impose all sanctions recognized by statute or rule for failure to comply with the discovery order. (7-1-93)

**523. PROTECTIVE ORDERS (RULE 523).**

As authorized by statute or rule, the presiding officer may issue protective orders limiting access to information generated during settlement negotiations, discovery, or hearing. (7-1-93)

**524. -- 549. (RESERVED)**

**Hearings -- Miscellaneous Procedure - Rules 550 Through 599**

**550. NOTICE OF HEARING (RULE 550).**

Notice of the place, date and hour of hearing will be served on all parties at least fourteen (14) days before the time set for hearing, unless the presiding officer finds by order that it is necessary or appropriate that the hearing be held earlier. Notices must comply with the requirements of Rule 551. Notices must list the names of the parties (or the lead parties if the parties are too numerous to name), the case number or docket number, the names of the presiding officer(s) who will hear the case, the name, address and telephone number of the person to whom inquiries about scheduling, hearing facilities, etc., should be directed, and the names of persons with whom the documents, pleadings, etc., in the case should be filed if the presiding officer is not the person who should receive those documents. If no document previously issued by the agency has listed the legal authority of the agency to conduct the hearing, the notice of hearing must do so. The notice of hearing shall state that the hearing will be conducted under these rules of procedure and inform the parties where they may read or obtain a copy. (7-1-93)

**551. FACILITIES AT OR FOR HEARING AND ADA REQUIREMENTS (RULE 551).**

All hearings must be held in facilities meeting the accessibility requirements of the Americans with Disabilities Act, and all notices of hearing must inform the parties that the hearing will be conducted in facilities meeting the accessibility requirements of the American with Disabilities Act. All notices of hearing must inform the parties and other persons notified that if they require assistance of the kind that the agency is required to provide under the Americans with Disabilities Act (e.g., sign language interpreters, Braille copies of documents) in order to participate in or understand the hearing, the agency will supply that assistance provided the person requiring such assistance has made such a request not later than five (5) working days before the hearing or such other time as specified in the notice. (7-1-93)



**552. HOW HEARINGS HELD (RULE 552).**

Hearings may be held in person or by telephone or television or other electronic means, so long as the parties or other authorized participants in the hearing have an opportunity to participate in the entire proceeding while it is taking place. (7-1-93)

**553. CONSOLIDATION OF PROCEEDINGS (RULE 553).**

The agency may consolidate two (2) or more proceedings for hearing upon finding that they present issues that are related and that the rights of the parties will not be prejudiced. In consolidated hearings the presiding officer determines the order of the proceeding. (7-1-93)

**554. STIPULATIONS (RULE 554).**

Parties may stipulate among themselves to any fact at issue in a contested case by written statement filed with the presiding officer or presented at hearing or by oral statement at hearing. A stipulation binds all parties agreeing to it only according to its terms. The presiding officer may regard a stipulation as evidence or may require proof by evidence of the facts stipulated. The presiding officer is not bound to adopt a stipulation of the parties, but may do so. If the presiding officer rejects a stipulation, the officer will do so before issuing a final order and will provide an additional opportunity for the parties to present evidence and arguments on the subject matter of the rejected stipulation. (7-1-93)

**555. -- 599. (RESERVED)**

**Evidence in Contested Cases - Rules 600 Through 609**

**600. EXHIBITS (RULE 600).**

Exhibit numbers may be assigned to the parties before the hearing. Exhibits prepared for hearing must ordinarily be typed or printed on eight and one-half inch (8 1/2") by eleven inch (11") white paper, except maps, charts, photographs and non-documentary exhibits may be introduced on the size or kind of paper or in such other form as is customarily used. A copy of each documentary exhibit must be furnished to each party present and to the presiding officer, except for unusually bulky or voluminous exhibits that have previously been made available for the parties' inspection. Copies must be of good quality. Exhibits offered at hearings are subject to appropriate and timely objections before the close of proceedings. Exhibits to which no objection is made are automatically admitted into evidence without motion of the sponsoring party. Neither motion pictures, slides, opaque projections, videotapes, audiotapes nor other materials not capable of duplication by still photograph or reproduction on paper shall be presented as exhibits without prior approval of the presiding officer. (7-1-93)

**601. -- 649. (RESERVED)**

**Records for Decisions - Rules 650 Through 699**

**650. RECORD FOR DECISION (RULE 650).**

**01. Official Record.** The agency will maintain an official record for each contested case and (unless statute provides otherwise) base its decision in a contested case on the official record for the case. (7-1-93)

**02. Contents.** The record for a contested case will include: (7-1-93)

**a.** All notices of proceedings; (7-1-93)

**b.** All petitions, complaints, motions, and answers filed in the proceeding; (7-1-93)

**c.** All intermediate or interlocutory rulings; (7-1-93)

**d.** All evidence received or considered (including all transcripts or recordings of hearings and all exhibits offered or identified at hearing); (7-1-93)

**e.** All offers of proof, however made; (7-1-93)

- f.** All briefs, memoranda, proposed orders of the parties or of the presiding officers, statements of position, statements of support, and exceptions filed by parties or persons not parties; (7-1-93)
- g.** All evidentiary rulings on testimony, exhibits, or offers of proof; (7-1-93)
- h.** All staff memoranda or data submitted in connection with the consideration of the proceeding; (7-1-93)
- i.** A statement of matters officially noticed; and (7-1-93)
- j.** All recommended orders, preliminary orders, final orders, and orders on reconsideration. (7-1-93)

**651. -- 699. (RESERVED)**

**Agency Orders and Review of Agency Orders - Rules 700 Through 799**  
**Defaults - Rules 700 Through 799**

**700. NOTICE OF PROPOSED DEFAULT AFTER FAILURE TO APPEAR (RULE 700).**

If a party fails to appear at the time and place set for hearing, the presiding officer may serve upon all parties a notice of a proposed default order denying or dismissing the matter set for hearing. The notice of a proposed default order shall include a statement that the default order is proposed to be issued because of a failure of the party to appear at the time and place set for hearing. The notice of proposed default order may be mailed to the last known mailing address of the party proposed to be defaulted. (7-1-93)

**701. -- 709. (RESERVED)**

**Interlocutory, Recommended, and Final Orders -- Review or Stay of Orders - Rules 710 Through 789**

**710. REVIEW OF INTERLOCUTORY ORDERS (RULE 710).**

Any party or person affected by an interlocutory order may petition the officer issuing the order to review the interlocutory order. The officer issuing an interlocutory order may rescind, alter or amend any interlocutory order on the officer's own motion, but will not on the officer's own motion review any interlocutory order affecting any party's substantive rights without giving all parties notice and an opportunity for written comment. (7-1-93)

**711. FINAL ORDERS (RULE 711).**

**01. Final Order - Definition.** Final orders are orders that have been confirmed or issued by the Board pursuant to Section 59-1314(4), Idaho Code. (7-1-93)

**02. Content.** Every final order must contain or be accompanied by a document containing the following paragraphs or substantially similar paragraphs: (7-1-93)

**a.** This is a final order of the agency. Any party may file a motion for reconsideration of this final order within fourteen (14) days of the service date of this order. The agency will dispose of the petition for reconsideration within twenty-one (21) days of its receipt, or the petition will be considered denied by operation of law. See Section 67-5246(4), Idaho Code. (7-1-93)

**b.** Pursuant to Sections 67-5270 and 67-5272, Idaho Code, any party aggrieved by this final order or orders previously issued in this case may appeal this final order and all previously issued orders in this case to district court by filing a petition in the district court of the county in which: (7-1-93)

- i.** A hearing was held; (7-1-93)
- ii.** The final agency action was taken; (7-1-93)
- iii.** The party seeking review of the order resides; or (7-1-93)

iv. The real property or personal property that was the subject of the agency action is attached. (7-1-93)

c. An appeal must be filed within twenty-eight (28) days (a) of the service date of this final order, (b) of an order denying petition for reconsideration, or (c) the failure within twenty-one (21) days to grant or deny a petition for reconsideration, whichever is later. See Section 67-5273, Idaho Code. The filing of an appeal to district court does not itself stay the effectiveness or enforcement of the order under appeal. (7-1-93)

**712. -- 789. (RESERVED)**

**Appeal to District Court - Rules 790 Through 799**

**790. PERSONS WHO MAY APPEAL (RULE 790).**

Pursuant to Section 59-1314 and 67-5270, Idaho Code, any party aggrieved by a final order of an agency in a contested case may appeal to district court. Pursuant to Section 67-5271, Idaho Code, a person is not entitled to judicial review of an agency action in district court until that person has exhausted all administrative remedies available with the agency, but a preliminary, procedural, or intermediate agency action or ruling is immediately reviewable in district court if review of the final agency action would not provide an adequate remedy. (7-1-93)

**791. -- 999. (RESERVED)**