

[For the letter author: Do not use returns to add spacing between paragraphs; use the Normal styles (above) or the Paragraph tool. Do not forget to delete this information.]

[date]

The Honorable Jenny Starr

Chief Administrative Law Judge

Office of Administrative Hearings

600 North Robert Street

P.O. Box 64620

Saint Paul, Minnesota 55164-0620

# Re: In the Matter of the Proposed Expedited Rules of the Department of [Name] [about/Governing] [Topic], Request for Review and Approval of Expedited Rules; Revisor’s ID Number [number]

Dear Chief Judge Starr:

The Minnesota Department of [Name] proposes to adopt the above-named expedited rules governing [topic]. The authority for these expedited rules is stated in Minnesota Statutes, [section]. This letter requests that the Office of Administrative Hearings review and approve these rules under Minnesota Statutes, section 14.389.

Enclosed are the documents required by the OAH Rules, part 1400.2410, subpart 2, items A to K. Paragraphs A to K of this letter are keyed to items A to K of part 1400.2410. Each paragraph states whether the document is enclosed and, if the document is not enclosed, the reason why the document is not applicable to these rules.

A. Enclosed: the proposed rules, including the Revisor’s approval.

B. Enclosed: the Notice of Intent to Adopt Expedited Rules as mailed and published in the State Register on [date].

C. Enclosed: the Certificate of Mailing the Notice of Intent to Adopt Expedited Rules and the Certificate of Accuracy of the Mailing List.

D. Enclosed: the Certificate of Additional Notice, or a copy of the transmittal letter.

• [or possibly:] Not Enclosed: the Certificate of Additional Notice because no additional notice was given.

E. Enclosed: all written comments and submissions on the proposed rules.

• [There is no need to state how many comments or submissions that you received. However, if you received no requests, submissions, or comments of any kind, perhaps put in:] Not Enclosed: written comments and submissions on the proposed rules because we received no written comments or submissions.

F. Enclosed: the notice of withdrawal of hearing requests, evidence we sent notice of withdrawal to all persons who requested a hearing, and any responsive comments received.

• [Or] Not Enclosed: the notice of withdrawal of hearing requests and related documents because no hearing requests were [received] [withdrawn] during this rulemaking.

G. Enclosed: a copy of the adopted rules dated [date].

• [You may need to include the following as well:] The modifications to the proposed rules are reflected in the rules as adopted and are approved by the Revisor of Statutes.

• [Note: if the proposed rules will be adopted without changes, then the rules as adopted will be the stripped copy sent by the Revisor after the Notice of Intent to Adopt is published in the State Register. This copy will not actually have the Revisor’s approval indicated on it.]

H. Enclosed: a copy of the Notice of Adopting Substantially Different Rules that we sent to persons or groups who commented during the comment period and evidence that we sent the notice to these persons or groups.

• [Or, more likely:] Not Enclosed: a notice of adopting substantially different rules because the Department did not adopt substantially different rules.

I. Enclosed: the Order Adopting Rules that complies with the requirements in part 1400.2090.

J. Enclosed: the Notice of Submission of Rules to the Office of Administrative Hearings and a copy of the transmittal letter or Certificate of Mailing the Notice of Submission of Rules to the Office of Administrative Hearings.

• [Or, more likely:] Not Enclosed: a notice of submission of rules to the Office of Administrative Hearings and related documents because no one requested to be notified of the submission.

K. Enclosed: any other document or evidence to show compliance with any other law or rule which the Department is required to follow in adopting these rules.

If you have questions about the enclosed documents or the proposed expedited rules, please contact me at [phone].

After completing your review, please send any correspondence to me at the following address:

[Name]

Minnesota Department of [Name]

[Address]

Yours very truly,

[Name]

[Title]