OAH Docket Number:

STATE OF MINNESOTA

OFFICE OF ADMINISTRATIVE HEARINGS

[Insert rules title] **NOTICE OF APPEARANCE**

**PLEASE TAKE NOTICE that**:

1. The agency named below (Agency) will appear at all proceedings in the above-entitled matter.
2. By providing its email address below, the Agency acknowledges that it has read and agrees to the terms of the Office of Administrative Hearings’ e-Filing policy and chooses to opt into receiving electronic notice from the Office of Administrative Hearings in this matter. **Note: Provision of an email address DOES NOT constitute consent to electronic service from any opposing party or agency in this proceeding.[[1]](#footnote-1)**
3. The Agency agrees to use best efforts to provide the Office of Administrative Hearings with the email address(es) for opposing parties and their legal counsel.

**Agency’s Name**: [Minnesota [Department or Board] of [name]

**Agency’s Attorney**: [Counsel]

Email: [Counsel@state.mn.us] Telephone: (651) XXX-XXXX

Mailing Address: [street address] [office mail box], St. Paul, MN 55155-XXXX

**Legal Assistant/eFiler Name**: [Legal Assistant]

Email: [legal.assistant@state.mn.us] Telephone: (651) XXX-XXXX

Mailing Address: [street address] [office mail box], St. Paul, MN 55155-XXXX

**Rules Coordinator/eFiler Name**: [Name]

Email: [rules.coordinator] Telephone: (651) XXX-XXXX

Mailing Address: [street address] [office mail box], St. Paul, MN 55155-XXXX

[Note: We compressed this form to make it fit on one page. You will need to expand it to add your information. Remember to remove this instruction and the footer before e-filing your document.]

Dated:   
**Signature of Agency or Attorney**

1. In order to opt in to electronic notice, this form must be emailed to [OAH.efiling.support@state.mn.us](mailto:OAH.efiling.support@state.mn.us). If the party does not wish to opt in to electronic notice, this form may be filed with the Office of Administrative Hearings via facsimile, U.S. Mail, or personal service. *See* 2015 Minn. Laws Ch. 63, Minn. R. 1400.5550, subps. 2-5 (2017).

   Note: This form must be served upon the opposing party/agency. Counsel may not withdraw from representation without written notice. [↑](#footnote-ref-1)