

BEFORE THE OKLAHOMA STATE DEPARTMENT OF HEALTH  
OFFICE OF ADMINISTRATIVE HEARINGS

STANDING ORDER NO. 6  
**A P P E A L S**

Any party appealing a ruling of an administrative law judge of the Office of Administrative Hearings must:

1. **Immediately** file a file-stamped copy of the Petition For Review with the Hearing Clerk of the Office of Administrative Hearings to allow sufficient time to prepare and transfer the record to the reviewing court within the required thirty (30) days, Title 75 O.S.§320.
2. File a stipulation of all parties to shorten the record, if applicable, within 10 days of filing an appeal.
3. Submit by electronic means in MS Word 2003 compatible format to the Office of Administrative Hearings and the opposing counsel a suggested Index of Record of Proceedings to be used by the Hearing Clerk in preparing the record for transmittal to the district court. If part of the administrative record is subject to a protective order, the suggested Index of Record must specifically describe any part of the record subject to the protective order.

Pursuant to 75 O.S. §309(F), the record in an individual proceeding before the Office of Administrative Hearings shall include, unless otherwise stipulated:

1. All pleadings, motions and intermediate rulings.
2. Evidence received or considered at the individual proceeding.
3. A statement of matters officially noticed.
4. Questions and offers of proof, objections, and rulings thereon.
5. Proposed findings and exceptions.
6. Any decision, opinion, or report by the officer presiding at the hearing.
7. All other evidence or data submitted to the hearing examiner or administrative head in connection with their consideration of the case provided all parties have had access to such evidence.

The above provision is interpreted to include all items, including those subject to a protective order issued by an administrative law judge of the Office of Administrative Hearings.

Electronic recordings of an individual proceeding for judicial review will be submitted to the reviewing court without transcription, unless required by the reviewing court; in such case, the expense of transcription shall be taxed and assessed against the non-prevailing party.

Adopted June 30, 2008.

/s/Gary E. Payne  
Chief Administrative Law Judge