

OFFICE OF ADMINISTRATIVE HEARINGS  
OKLAHOMA STATE DEPARTMENT OF HEALTH

STANDING ORDER NO. 7

**FILING BY FACSIMILE OR ELECTRONIC TRANSMISSION**

Pursuant to this Order, documents may be filed by facsimile<sup>1</sup> or other electronic transmission directly to the Clerk of the Office of Administrative Hearings<sup>2</sup>. Litigants are encouraged to limit use of facsimile or e-mail filings to those of a time-critical nature only.

1. Any party may file documents by fax or e-mail directly to the Office of Administrative Hearings at the facsimile number and e-mail address designated by the clerk and shown at the bottom of this Order.
2. Faxes are limited to not more than ten (10) pages. A single document may not be split into multiple fax transmissions to avoid the page limitation.
3. Each facsimile document filed shall be accompanied by a Facsimile Transmission Cover Sheet. The cover sheet shall be the first page transmitted, followed by any special processing instructions. A cover sheet is required for each fax and is NOT considered part of the ten (10) page limitation. The cover sheet must contain the name, mailing address, telephone number and return fax number for the transmitting party. Reference must be made to the identity of the case by number and/or names of parties. The number of pages being transmitted MUST be on the cover sheet.
4. Filings by e-mail must be made as an attachment to the e-mail and not contained in the body of the e-mail. They must be in an electronic format compatible with Microsoft Word or PDF. The name, mailing address, e-mail address and telephone number of the person filing must be on the document filed. Reference must be made to the case by name and/or number.
5. Filing by facsimile or other electronic transmission does not relieve a party from providing a copy of the filing to all other parties in the case. Filing with the Office of Administrative Hearings is NOT notice to the Oklahoma State Department of Health Office of General Counsel or any other party.
6. Submissions received after 5:00 p.m., CST, shall be deemed filed on the next regular business day.
7. Filing a document by facsimile or e-mail deems implied consent for the Office of Administrative Hearings and other parties in the case to notify and deliver documents to that party by facsimile or e-mail.
8. Submission must include a visible hand-written signature or the signature line must show a signature in electronic form as follows: /s/ First and Last Name.
9. Electronic signatures shall be deemed authentic and be considered the signature of the person filing the document.

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<sup>1</sup> “Fax” is an abbreviation for “facsimile” and refers, as indicated by the context, to facsimile transmission or to a document so transmitted.

<sup>2</sup> This order is consistent with 12 O.S., §2005 (E)(3). Documents must be sent as a PDF document.

**POSSESSION OF DOCUMENTS:** A party who files by fax or e-mail shall retain the original source document in his or her possession or control during the pendency of the action in exactly the same order as transmitted and shall produce such document upon request by the Court or any party to the action. Upon failure to produce the original source document when requested, the Court may refuse to consider the fax or e-mail.

**RECEIPT OF TRANSMISSION:** The quality of the original document transmitted shall be clear and dark enough to be transmitted legibly. The Hearing Clerk will not be responsible for events that disrupt or render impossible the receipt of documents transmitted electronically. The sender is obligated to insure that documents transmitted electronically have been received legibly and completely by the Office of Administrative Hearings. Although the Office of Administrative Hearings will verify that a document has been received, it will not initiate the telephone call. If a document transmitted electronically is incomplete or illegible, the clerk will file it and bring it to the attention of the court. The incompleteness or illegibility of a document may be grounds for striking or denying consideration of the document.

Adopted: February 4, 2009.

/s/Gary E. Payne  
CHIEF ADMINISTRATIVE LAW JUDGE

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