

**839-050-0030**

**Service of Documents**

(1) Except as [*may be*] otherwise provided in ORS 652.332(1) the charging document will be served on the party or the party's representative by personal service or by registered or certified mail. Service of a charging document is complete upon the earlier of:

- (a) Receipt by the party or the party's representative; or
- (b) Mailing when sent by registered or certified mail to the correct address of the party or the party's representative.

(2) All other documents may be served on the party or the party's representative by personal service or by mailing to the last known address in the Agency file for the case to be heard. Service of a document other than the charging document is complete upon personal service or mailing, whichever occurs earlier.

(3) Any participant to a contested case proceeding filing a document with the Hearings Unit will serve a copy of such document upon all other participants or their representatives.

(4) Each party must notify the Hearings Unit and the Agency of the party's change of address. Such notice must be in writing and served on the Hearings Unit and the Agency within 10 days of the party's change of address. Unless the Hearings Unit and the Agency have been so notified, they will presume that the party's address on file with the Agency is correct.

**(5) For the purpose of this rule, the term “party” does not include an aggrieved person intervening in a proceeding involving a complaint alleging an unlawful practice under ORS 659A.145 or 659A.421 or discrimination under federal housing law.**

Stat. Auth.: ORS 183 & 651.060(4)

Stats. Implemented: ORS 279C.860, 279C.865, 652.332(3), 653.065(1), 658.115, 658.407(3), 658.820, 659A.845 [&] 659A.850, **659A.885**