

[Note: the procedures of OAH Rules, part 1400.2240, subpart 5, speak specifically to changes *other than those recommended* by the ALJ. The Manual Editor recommends that you use this letter also for making changes *that were recommended* by the ALJ. 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 Rules of the Department of [Name] [about/Governing] [Topic]; Submission to the Chief Administrative Law Judge of Changes Other Than Those Approved by the Administrative Law Judge; OAH Docket No. [Number]; Revisor’s ID Number [Number]

Dear Chief Judge Starr:

Administrative Law Judge [name] heard this matter on [hearing date], [year]. Judge [name] approved the rules in a Report, dated [ALJ report date], [year].

The Department wants to make changes in the rules other than those approved by Judge [name]. By this letter the Department requests that you determine whether this is a substantial change under Minnesota Statutes, section 14.16, subdivision 1, and Minnesota Rules, part 1400.2240, subpart 5. Enclosed are the following documents necessary for your review:

1. The rules as initially proposed.

2. The Department’s proposed Order Adopting Rules.

3. The rules as proposed for final adoption showing the Department’s changes.

[4. Copies of all other documents referenced in the Order Adopting Rules.]

[Use this paragraph if only some of the proposed changes were not approved by the ALJ:]

Judge [Name] approved some of the Department’s changes as shown in the attached rules as proposed for final adoption. The changes that Judge [Name] did not approve are described in the attached proposed Order Adopting Rules.

Please call me at [phone number] if you would like the Department to return all or part of the hearing record or if you wish to discuss anything about the rules. After you complete your review, please send any correspondence regarding the rules to me at the following address:

[Name], Minnesota Department of [Name], [Address]

Yours very truly, [Name], [Title]