**OAH Information**

**Location.** The Office of Administrative Hearings (OAH) is located on the first and second floors of the Harold Stassen Office Building in the Capitol complex. The street address is 600 Robert Street North, St. Paul, Minnesota 55164-0620. The mailing address is P.O. Box 64620, St. Paul, MN 55164-0620. The hearing rooms are located on the first floor in the Stassen Building.

From Minneapolis take 94 East to 10th Street exit; take 10th Street to Wabasha; turn left onto Wabasha Street; turn right onto 11th Street, turn left onto Jackson Street (just before I-35E entrance), turn left onto 14th Street, turn left into either the 14th Street Lot or Lot W.

The 14th Street Lot at the corner of 14th Street and Robert Street and the Lot W at the corner of 14th Street and Jackson Street provide all-day hour metered parking. The meters accept coins and debit/credit cards. Meters are enforced 7:00 AM to 4:00 PM.

**Recommended Forms. [Revised in 2020]** For many of the forms used in the Manual, we started with the forms contained in Minnesota Rules 1400.2510–.2570 and then added practice tips. The Manual’s forms are designed to be checklists for meeting the requirements of OAH Rules. Some people are unsure about using forms that differ from the forms set out in Minnesota Rules 1400.2510–.2570. For these people’s peace of mind, the Editor assures them the content of all forms originated from the forms that appear in Minnesota Rules 1400.2510–.2570, and have been edited for clarity. The Manual’s forms, however, are recommendations. It is best to apply your judgment, review them before using, and choose what best fits your needs or customize them as you see fit. Of course, you have to meet all statutory and rule requirements at a minimum. If you make your forms more readable, that is better. If you write to your audience, that is better yet. **In addition, on April 8, 2019, Governor Tim Walz signed Executive Order 19-29, which requires state agencies to use plain language in their communications with the public. (He did this by renewing Governor Dayton’s March 4, 2014 Executive Order 14-07),** So, you should draft with this in mind. [Practice hint: Remember to remove this Manual’s footer when printing your final document.]

**[Revised in 2017] eFiling Rule-Related Documents.** OAH strongly encourages agencies to eFile all rule-related documents. This means that agencies should eFile all documents submitted for ALJ review. OAH has posted step-by-step instructions for creating an account and filing your documents on its website at [OAH eFiling (https://mn.gov/oah/forms-and-filing/efiling/)](https://mn.gov/oah/forms-and-filing/efiling/). (The page also includes a link to frequently asked questions.)

**OAH-Received Comments.** When you are seeking comments from the public that they will be submitting to OAH, keep the following in mind:

**[Revised in 2019]** OAH collects public comments on its user-friendly and centralized rulemaking [eComments website (https://minnesotaoah.granicusideas.com/)](file:///C:\Users\kschmit\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\9BTYSWHW\eComments%20website%20(https:\minnesotaoah.granicusideas.com\)). This system enables the public to better participate in an efficient and open rulemaking process. (Public instructions for making comments can be found at [OAH Rulemaking eComments Website (https://mn.gov/oah/forms-and-filing/ecomments/)](https://mn.gov/oah/forms-and-filing/ecomments/)) Agencies must use thissystemafter public hearings on proposed rules, when comments must be submitted to the ALJ under Minnesota Rule 1400.2230. OAH will set up an eComments page after the hearing.

Agencies may also use this system for collecting public comments during the 60-day comment period after the Request for Comments is published or the 30-day comment period after rules are proposed. To set up a public eComments page for your rule, contact **Denise Collins, Court Administrator at** [**denisecollins@state.mn.us**](mailto:katie.lin@state.mn.us) **or (651) 361-7875** at least a week before your notice is published in the State Register.

When requesting to set up a public eComments page for your rule, please provide the following:

1. The OAH docket number assigned to the rulemaking.
2. A finalized **accessible** copy of the Request for Comments or Notice and any additional documents (proposed rules, SONAR, etc.) you would like to appear on your public eComments page.
3. The date the Request for Comments or Notice will appear in the State Register.
4. The dates the comment period will open and close.
5. If the agency maintains a rulemaking webpage, please provide a link. OAH will link to the agency’s rulemaking webpage on your public eComments webpage.

**[Revised in 2017]** For giving instructions to the public:

1. Announce OAH’s eComments website for accepting electronic comments [OAH eComments website (https://minnesotaoah.granicusideas.com/)](https://minnesotaoah.granicusideas.com/) and the rule subjectat the hearing. The same deadline that applies to written comments applies to eComments.

2. People submitting comments will be able to see their comments on the website, making a hard copy unnecessary.

3. eComments will collate comments by their respective rulemaking subjects, eliminating the need for the commenter to add the OAH Docket Number.

4. The agency will be able to collect the comments directly from eComments, so there is no need to email them to the agency.

**[Revised in 2019]** For advising the agency:

1. At the end of the comment period or any time the agency requests, OAH will provide a report to the agency. The reports will include comments, each commenter’s name and email address, and the date and time each comment was posted. The report is available as a PDF document. To request reports, email Denise Collins at[**denise.collins@state.mn.us**](mailto:katie.lin@state.mn.us).
2. The agency will also be able to download comments mailed to OAH in a PDF format.

3. The agency will need to print out the comments and include them in the record.

**Telephone/Fax.** The OAH telephone number is (651) 361-7900. The fax number is (651) 539‑0310.

**[Revised in 2019] Questions about Notice Plans or Rulemaking Process.** If you have questions about requesting OAH prior approval of your Notice Plan or about the rulemaking process, contact OAH by sending an email to **the judge’s legal assistant.** Refer to [OAH Staff Directory (https://mn.gov/oah/about-us/staffdirectory/)](https://mn.gov/oah/about-us/staffdirectory/) for help identifying the judge’s assistant and the assistant’s contact information**.**

**Requesting an OAH docket number or schedule a hearing date.** [Revised in 2018] To request an OAH docket number or schedule a hearing date, complete the[**Contested Case Docket Request (https://mn.gov/oah/lawyers-and-litigants/administrative-law/docket-request.jsp)**](https://mn.gov/oah/lawyers-and-litigants/administrative-law/docket-request.jsp)on OAH’s website. Provide the subject of the rules, your proposed hearing dates, and the Revisor’s ID number, if available.

If you have difficulties using the Contested Case Docket Request form, then email or call Becky Howell at OAH at [Rebekah.Howell@state.mn.us](mailto:cari.snaza@state.mn.us) or (651) 361-7864. Provide Ms. Howell with the information listed above. She will let you know whether an ALJ is available on one of your dates.

**Frequently Asked Questions from Agencies:**

[Revised in 2019] How can the agency find out who the assigned ALJ’s legal assistant is?

The best way to identify the judge’s legal assistant is to go to OAH’s website [Administrative Law Judges (https://mn.gov/oah/about-us/judge-profiles/administrative-law-judges/)](https://mn.gov/oah/about-us/judge-profiles/administrative-law-judges/) and click on the judge’s profile. The judge’s legal assistant will be listed there.

**What do the legal assistants do compared to the staff attorneys? Do the legal assistants also bill for their time?**

Legal assistants assist the judge in finalizing and serving rule related documents.  Their time is included in the judge’s rate.  Staff attorneys, who do bill for their time, often help the judge prepare the report.  If you have questions about where to direct your questions, **email Denise Collins at** [**denise.collins@state.mn.us**](mailto:katie.lin@state.mn.us) **.**

**Can agency staff reply to comments on the eComments website?**

Yes. Any agency staff member who registers for an account and has a valid email address may comment on pending rulemaking matters. The agency can also request that their response to the comments be posted as a PDF on the agency’s public eComments webpage by emailing the PDF to Denise Collins at [denise.collins@state.mn.us](mailto:katie.lin@state.mn.us).

**How will the agency receive the comments?**

During the comment period, the agency may view comments via the eComments website. At the end of the comment period or any time the agency requests, OAH will also provide a report to the agency. The reports will include comments, each commenter’s name and email address, and the date and time each comment was posted. The report is available as a PDF. To request reports, email Denise Collins at [denise.collins@state.mn.us](mailto:katie.lin@state.mn.us) .

**What information about the commenter will be provided to the agency contact person?**

The agency will be given the commenter’s name and email address.

**Will the agency be able to see the eComments as they are received?**

Yes. Comments are visible in real time. They are posted as they are received and can be viewed by anyone viewing the eComments website.