

WAC 246-10-201 Form and content of initiating documents. (1)

Initiating documents shall include a clear and concise statement of the:

- (a) Identity and authority of the person issuing the document;
- (b) Factual basis for the action or proposed action set forth in the document;
- (c) Statutes and rules alleged to be at issue;
- (d) Identity of the party against whom the action is taken or proposed to be taken;
- (e) Action or proposed action or penalties, including the statutory or rule authority for those actions or penalties;
- (f) Signature of the person issuing the document and the date signed; and
- (g) Method by which an adjudicative proceeding may be requested.

(2) Initiating documents shall be accompanied by the following documents:

- (a) Notice that the respondent may defend against the action or proposed action; and
- (b) Form for requesting adjudicative proceeding.

(3) Initiating documents shall be served as described in WAC 246-10-109.

[Statutory Authority: RCW 43.70.040. WSR 94-04-079, § 246-10-201, filed 1/31/94, effective 3/3/94; WSR 93-13-005 (Order 369), § 246-10-201, filed 6/3/93, effective 7/4/93.]