

WAC 246-11-250 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 must 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 must be served as described in WAC 246-11-080.

[Statutory Authority: RCW 43.70.040, 34.05.220, 34.05.410, 18.130.050, and 34.05.413 through 34.05.476. WSR 18-18-050, § 246-11-250, filed 8/29/18, effective 9/29/18. Statutory Authority: RCW 18.130.050(1) and 18.130.060(3). WSR 94-04-078, § 246-11-250, filed 1/31/94, effective 3/3/94. Statutory Authority: RCW 18.130.050(1) and 34.05.220. WSR 93-08-003 (Order 347), § 246-11-250, filed 3/24/93, effective 4/24/93.]