

**WAC 491-04-130 What methods of serving papers is acceptable?**

(1) All notices, pleadings, and other papers filed with the board shall be served upon all counsel and representatives of record and upon unrepresented parties or upon their agents designated by them or by law.

(2) Service shall be made personally or, unless otherwise provided by law, by email; by first-class, registered, or certified mail; by facsimile and same-day mailing of copies; or by commercial parcel delivery company.

(3) Service by mail shall be regarded as completed upon deposit in the United States mail properly stamped and addressed. Service by facsimile shall be regarded as completed upon production by the facsimile machine upon confirmation of transmission. Service by commercial parcel delivery shall be regarded as completed upon delivery to the parcel delivery company, properly addressed with charges prepaid.

[Statutory Authority: RCW 41.24.290(2). WSR 13-21-050, § 491-04-130, filed 10/11/13, effective 11/11/13.]