



Rules of
Department of Labor and
Industrial Relations
Division 20—Labor and Industrial
Relations Commission
Chapter 2—General Rules

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**Title 8—DEPARTMENT OF
LABOR AND
INDUSTRIAL RELATIONS
Division 20—Labor and Industrial
Relations Commission
Chapter 2—General Rules**

8 CSR 20-2.010 Governing Rules

PURPOSE: This rule outlines the practice and procedures of the commission, in general.

(1) The following rules govern practice and procedures in any proceeding before the commission.

(2) These rules are subject to amendment at any time pursuant to the terms and provisions of Chapter 536, RSMo.

(3) The commission will transact business at its office at 3315 West Truman Boulevard, Jefferson City, Missouri (mailing address: PO Box 599, Jefferson City, MO 65102) every day of the year except Saturdays, Sundays, and legal holidays. The commission, at its discretion, from time-to-time may hold public sessions at any time or place within Missouri.

(4) The commission may send correspondence to and receive correspondence from parties to any matter before the commission through in-person delivery, the United States Post Office, by facsimile transmission, or by electronic means as set forth on the commission's website, including the commission's general email address listed on its website. The commission will not accept through its general email address any application for review, motion, brief, or other paper required under the law to be filed with the commission. Except for applications for review filed in employment security matters, the commission may accept applications for review, motions, briefs, or other papers required under the law to be filed with the commission through in-person delivery, the United States Postal Office, by facsimile transmission, or by electronic means as set forth on the commission's website. When sending correspondence to the commission or when filing applications for review (except for applications for review filed in employment security matters), motions, briefs, or other papers required under the law to be filed with the commission, the submitting party to a matter must also send copies of the same to all opposing parties and submit a certificate of service to the commission verifying that a copy has been sent to the opposing party(ies). Applications for review filed in employment security

matters are governed by 8 CSR 20-4.010.

(5) Any notice of appeal, application for review, motion, brief, or other paper required under the law to be filed with the commission, as set forth in section (4) above shall be deemed filed as of the date endorsed by the United States Post Office, or in the absence of such endorsement, as of the date the commission physically receives the filing or by the date and time recorded by the commission's facsimile machine or computer system used to receive electronic filings as set forth on the commission's website. In instances where the last day for the filing of any such paper falls on a Saturday, Sunday, or legal holiday, the commission shall deem the filing timely if accomplished on the next day subsequent that is neither a Saturday, Sunday, or legal holiday.

(6) Generally, the commission will send its official orders and decisions through the United States Postal Service. The commission may send courtesy copies of its orders and decisions by facsimile, through its general email address as listed on its website, or by other electronic means as listed on its website.

(7) The commission, its members, staff, and legal counsel will not accept service of process on the commission, its members, or staff, and legal counsel by facsimile transmission or by electronic means.

*AUTHORITY: section 286.060, RSMo 2016. * This version of rule filed Dec. 18, 1975, effective Dec. 28, 1975. Amended: Filed Aug. 15, 1991, effective Jan. 13, 1992. Amended: Filed Oct. 28, 1998, effective April 30, 1999. Amended: Filed July 19, 2005, effective Dec. 30, 2005. Amended: Filed April 11, 2019, effective Oct. 30, 2019. Amended: Filed Feb. 10, 2022, effective Aug. 30, 2022.*

**Original authority: 286.060, RSMo 1945, amended 1947, 1980, 1995, 2011.*