BEFORE THE OKLAHOMA STATE DEPARTMENT OF HEALTH
OFFICE OF ADMINISTRATIVE HEARINGS

STANDING ORDER NO. 6
A P P E A L S

Any party appealing a ruling of a hearing officer of the Office of Administrative Hearings must file a file-stamped copy of the Petition For Review with the Hearing Clerk of the Office of Administrative Hearings as soon as it is filed with the District Court to allow sufficient time to prepare and transfer the record to the reviewing court within the required sixty (60) days (Title 75 O.S.§320).

The Hearing Clerk will prepare an Index of Record of Proceedings for transmittal to the District Court.

Pursuant to 75 O.S. §309(F), the record in an individual proceeding before the Office of Administrative Hearings shall include, unless otherwise stipulated:

All pleadings, motions and intermediate rulings;

Evidence received or considered at the individual proceeding;

A statement of matters officially noticed;

Questions and offers of proof, objections, and rulings thereon;

Proposed findings and exceptions;

Any decision, opinion, or report by the officer presiding at the hearing; and

All other evidence or data submitted to the hearing examiner or administrative head in connection with their consideration of the case provided all parties have had access to such evidence.

The above provision is interpreted to include all items, including those subject to a protective order issued by a hearing officer of the Office of Administrative Hearings. If part of the administrative record is subject to a protective order, the Index of Record must specifically describe any part of the record subject to the protective order.

Electronic recordings of an individual proceeding for judicial review will be submitted to the reviewing court without transcription, unless required by the reviewing court; in such case, the expense of transcription shall be taxed and assessed against the non-prevailing party.

The record may be shortened by stipulation of all parties to the review proceeding. Any party unreasonably refusing to stipulate to limit the record may be taxed by the Court for the additional costs resulting there from. The Court may require or permit subsequent corrections or additions to the record when deemed desirable. If applicable, the Hearing Clerk will provide an Index of Record to all parties by electronic mail for stipulation purposes. Responses shall be in writing,

Amended, eff. 06/01/15

indicating what documents are to be included in the transmitted record by referring to the document number on the draft Index, and shall be filed within ten (10) days of receipt.

Dated: June 1, 2015.

/s/Suzanne Nichols_____
ADMINISTRATIVE LAW JUDGE

/s/Michael Mitchelson_____
ADMINISTRATIVE LAW JUDGE

/s/Kim Heaton_____
ADMINISTRATIVE LAW JUDGE

/s/Jan Preslar_____
ADMINISTRATIVE LAW JUDGE

/s/Mary Womack_____
ADMINISTRATIVE LAW JUDGE

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