CHAPTER 1. ADMINISTRATIVE OPERATIONS

SUBCHAPTER 3. GENERAL COURSE AND METHOD OF OPERATIONS

510:1-3-3. Communication with the Board

Written communication may be addressed to the Board at the office of the Board. Electronic communication shall be addressed to support@osboe.ok.gov. ~~Facsimile communications may be sent to the office of the Board.~~ All applications for licensure, renewal and related documents must be submitted through the Board's online platform. Telephonic communications may be made during regular office hours for assistance and accommodation.

SUBCHAPTER 5. INDIVIDUAL PROCEEDINGS

510:1-5-3. Service

(a) The petition and all subpoenas shall be served personally in the manner authorized by state law for service of summons in a judicial proceeding or by certified mail, return receipt requested, delivery restricted to the addressee and by electronic mail address furnished to the Board. If personal service or service by certified mail cannot be completed, service of the petition may be made by first class mail to the respondent at the last address furnished to the Board by the respondent ~~or by publication in a newspaper or newspapers for the time, or posting at the places, the Secretary of the Board determines will be most likely to provide notice to the respondent~~.

(b) Personal service may be made by any person appointed by the Executive Director, Board Investigators, or any person authorized by State law to serve process in judicial proceedings.

(c) Service of all other papers shall be made by first-class mail to the address at which service of the petition was made or in the manner by which such service was made if not by mail or personal service or such other address designated by the respondent; to the Board at its office; and to the address designated by any other party to the proceeding.

(d) Service by mail shall be complete three (3) days after the date the notice is placed in the U.S. Mail with sufficient postage prepaid. ~~Service by publication shall be complete on the date of the first publication. Service by posting shall be complete on the date the notice is posted.~~ Personal service shall be complete upon delivery.

510:1-5-6. Prehearing procedures

(a) **Discovery.** The Board and the respondent may use discovery techniques available to parties in civil proceedings in Oklahoma courts. See Title 12 O.S., Sections 3201 Et Seq. Subpoenas to compel testimony, production of documents and inspection of property may be issued by the president, secretary of the Board, or any Board staff or designee licensed to practice law in the State of Oklahoma.

(b) **Scheduling orders.** The Board's General Counsel or Executive Director may establish a schedule for the parties' completion of discovery, submission of motions, identification of witnesses and exhibits and other matters. The Board's General Counsel or Executive Director may also make rulings on extension of time to respond to a petition or any hearing date.

(c) **Pre-Hearing Conference.** The Board's Executive Director may order a Pre-Hearing Conference to discuss the petition, discovery process, potential scheduling order, and the hearing with Respondent and Respondent's attorney. This Pre-Hearing Conference may be held at a date chosen by the Board's Executive Director prior to a scheduled meeting of the Board.