

NOTICES OF AGENCY GUIDANCE DOCUMENTS

The Administrative Procedure Act requires the publication of guidance documents and substantive policy statements issued by agencies (A.R.S. § 41-1013(B)(14)). Substantive policy statements and guidance documents are written expressions which inform the general public of an agency's current approach to rule or regulation practice. A substantive policy statements does not include internal procedural documents which may only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties in accordance with A.R.S. Title 41.

NOTICE OF AGENCY GUIDANCE DOCUMENT

OFFICE OF ADMINISTRATIVE HEARINGS

1. Title of the guidance document:

Informational Guide

2. The date of the publication of the guidance document and its effective date:

March 2, 2001

3. Summary of the contents of the guidance document:

The Informational Guide answers frequently asked questions about the Office of Administrative Hearings and includes a copy of its procedural rules.

4. Whether the guidance document is a new document or a revision:

Revision

5. The name and address of agency personnel to whom questions and comments about the guidance document may be directed:

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6. Information about where a person may obtain a copy of the guidance document and the costs of obtaining the document:

The Informational Guide may be obtained free of charge by writing the Office of Administrative Hearings, 1400 West Washington, Suite 101 Phoenix, Arizona 85007. In addition, parties may pick up a copy at 1400 West Washington, Suite 101 Phoenix, Arizona 85007 or 100 North Stone Ave., Suite 704, Tucson, Arizona 85701. Parties may also review the contents at www.azoah.com/FAQ.htm.