

**RULES
OF
COMPOSITE STATE BOARD OF MEDICAL EXAMINERS**

**CHAPTER 360-17
GENERAL INFORMATION**

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360-17-01 Communications. All communications, including correspondence, motions, and pleadings, shall be filed with the Composite State Board of Medical Examiners. Copies shall be furnished to all parties of record, including the attorney representing the State. An original and one duplicate of all correspondence, motions and pleadings shall be filed with the Composite State Board of Medical Examiners and shall comply in all respects with 360-20-04.
Authority O.C.G.A. Secs. 43-1-3, 43-34-24(c). History. Original Rule entitled "Communications" adopted. F. Oct. 26, 1999; eff. Nov. 15, 1999.

360-17-02 Date of Filing. All communications, correspondence, motions and pleadings in any proceedings shall be deemed to be filed or received on the date on which they are actually received by the Composite State Board of Medical Examiners.
Authority O.C.G.A. Secs. 43-1-3, 43-34-24(c). History. Original Rule entitled "Date of Filing" adopted. F. Oct. 26, 1999; eff. Nov. 15, 1999.

360-17-03 Computation of Time. Computation of any period of time referred to in these rules shall begin with the first day following that on which the act which initiates such period of time occurs. When the last day of the period so computed is a day on which the Composite State Board of Medical Examiners is closed, the period shall run until the end of the following business day. When such period of time, with the intervening Saturdays, Sundays and legal holidays counted, is seven days or less, the said Saturdays, Sundays, and legal holidays shall be excluded from the computation; or otherwise such days shall be included in the computation.
Authority O.C.G.A. Secs. 43-1-3, 43-34-24(c). History. Original Rule entitled "Computation of Time" adopted. F. Oct. 26, 1999; eff. Nov. 15, 1999.

360-17-04 Extension of Times. It shall be within the discretion of the presiding officer to extend, for good cause shown, any time

limit prescribed or allowed by these rules. All requests for an extension should be made by a motion in accordance with 360-19-.01 and shall indicate therein whether all parties concur. The presiding officer shall notify all parties of its action upon the motion. Extension shall be granted only when the presiding officer is satisfied that good cause has been shown and not otherwise.

Authority O.C.G.A. Secs. 43-1-3, 43-34-24(c). History. Original Rule entitled "Extension of Times" adopted. F. Oct. 26, 1999; eff. Nov. 15, 1999.

360-17-.05 Signatures. Every notice, pleading, petition, motion or other document filed by a party, represented by an attorney other than the Agency, shall be signed by at least one attorney of record in his individual name and his address and telephone number shall be stated. A party who is not represented by an attorney shall sign his pleading and state his address and telephone number. Except when otherwise specifically provided by rule or statute, pleadings need not be verified or accompanied by affidavit. The signature of an attorney constitutes a certificate by him that he has read the pleading, and that it is not interposed for delay.

Authority O.C.G.A. Secs. 43-1-3, 43-34-24(c). History. Original Rule entitled "Signatures" adopted. F. Oct. 26, 1999; eff. Nov. 15, 1999.

360-17-.06 Ex-parte Communications. No person not employed by the Composite State Board of Medical Examiners shall communicate ex-parte with the presiding officer, any member of the Board or any employee of the Board involved in the decisional process with respect to the merits of a contested case. If any ex-parte communication is directed to any person in violation of these rules, the presiding officer and all other parties shall be immediately informed of the substance of the communication and the circumstances of its receipt; provided, that a request for information with respect to the status of a proceeding shall not be prohibited by this section.

Authority O.C.G.A. Secs. 43-1-3, 43-34-24(c). History. Original Rule entitled "Ex-parte Communications" adopted. F. Oct. 26, 1999; eff. Nov. 15, 1999.