



STATE OF MINNESOTA
OFFICE OF ADMINISTRATIVE HEARINGS
WORKERS' COMPENSATION DIVISION

Department of Labor and Industry

P.O. Box 64218
St. Paul, MN 55164-0218

Office of Administrative Hearings

P.O. Box 64620
St. Paul, MN 55164-0620

The Minnesota Office of Administrative Hearings (OAH) has been working with the Department of Labor and Industry (DLI) to enhance the Imaging system to allow OAH and DLI to send notices via email.

If you are willing to participate please complete the attached Authorization form and return it to LeeAnn Shymanski via email at leeann.shymanski@state.mn.us or via US Mail at P.O. Box 64620, St. Paul, MN 55164-0620. You will also need to review the below instructions for receiving and accessing secure email from the State of Minnesota. Please feel free to forward to other Workers' Compensation attorneys in your law firm who may be interested in participating as well.

Your participation is greatly appreciated. If you have any questions about this process or feedback regarding the email service, please do not hesitate to contact me.

LeeAnn M. Shymanski
Assistant to Chief Judge/Scheduling Supervisor
(651) 361-7832

STATE OF MINNESOTA SECURE MAIL RECEIPT INSTRUCTIONS

The State of Minnesota Secure Mail system allows a mail message to be sent that contains secure information while protecting the contents of the message against disclosure.

The message appears as a brief message and an attachment. You can save or delete this message as any other mail message. You can even forward it to someone else, although the contents cannot be read. The difference between this message and most others is the attachment. Opening the attachment causes your computer to:

- Open your web browser.
- It connects to the State secure mail web server named: secure-mail.mnet.state.mn.us. If your browser attempts to connect to any other server, it is a phishing message and is **not** a legitimate State of Minnesota message.
- It sends the contents of the attachment to the server. These contents contain the actual information in the message, including all attachments.
- If this is the first secure message sent to you at this email address, you will be asked to select a password and answer four questions. Otherwise, you will be asked to enter the password that you already selected.
- You can view your message or print it. You can also download any of the attachments.
- If you need screen by screen instructions, you can access them at: <http://www.mnet.state.mn.us/mail/secure/user-sending2.php>.
- **Please do not reply** to the secure email notification. Questions regarding electronic notification can be found on the ***Authorization for the Electronic Receipt of Notices and Documents***.



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Authorization for the Electronic Receipt of Notices and Documents

In accordance with Minnesota Statutes § 176.285 and Minnesota Rule 1415.0700, an "agency may serve a document electronically if the recipient agrees to receive it in an electronic format."

The Office of Administrative Hearings (OAH) and the Department of Labor and Industry (DLI) will be implementing a new process to serve proceeding notices and documents in an electronic format secured by the State of Minnesota Enterprise E-Mail system. You may participate in this program by completing the authorization and filing it with the OAH. The OAH and the DLI will begin sending notices and other documents by E-Mail starting January 3, 2011.

Both agencies will serve notices and other documents after receipt of your authorization. However, not all documents will initially be served electronically. Therefore, continue to monitor the U.S. mail for notices and other documents served in paper format.

Use of Information:

Your E-Mail address will only be used by the OAH and the DLI for completing electronic service and the transmission of official notices and will not be provided to individuals outside the agencies unless requested under the Minnesota Data Practices Act. The information provided on the authorization form is public data.

Voluntary Participation:

Your participation in this program is completely voluntary. There is no penalty for not participating. Further, you have the right to withdraw from program participation at anytime without consequence. If you wish to withdraw from electronic service of notices and documents, simply file written documentation with the OAH indicating that you no longer wish to participate in this program.

Your Contact Information:

Service through this process will be effective on the date the E-Mail is sent to the E-Mail address you provided to the OAH. In the event your E-Mail address changes, you must contact OAH to update the change. Service will continue to be made to the prior E-Mail address until the updated information is received by OAH. Failure to timely update the new E-Mail address can result in delays in the receipt of items served electronically. State secure email receipt instructions are attached.

OAH and DLI Contact Information:

OAH - LeeAnn Shymanski, Assistant to the Chief Administrative Law Judge, Telephone (651) 361-7832.

DLI - Linda Miller, Scheduler, Telephone (651) 284-5348.



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Release Authorization:

I have read and understand this authorization. I agree to participate in the program.

E-Mail address:

Print Name and Address:

Telephone: _____

Signature: _____ Date: _____

Signed Authorizations can be mailed to the above address or emailed to:

LeeAnn.Shyanski@state.mn.us