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**Rules of  
Department of Labor and  
Industrial Relations  
Division 20—Labor and Industrial  
Relations Commission  
Chapter 2—General Rules**

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**Title 8—DEPARTMENT OF  
LABOR AND  
INDUSTRIAL RELATIONS  
Division 20—Labor and Industrial  
Relations Commission  
Chapter 2—General Rules**

**8 CSR 20-2.010 Governing Rules**

*PURPOSE: This rule outlines the practice and procedures of the commission, in general.*

(1) The following rules shall govern practice and procedures in any proceeding before the commission.

(2) These rules are subject to amendment at any time and shall become effective under the terms and provisions of Chapter 536, RSMo.

(3) The commission will transact business at its office at 3315 West Truman Boulevard, Jefferson City, Missouri (mailing address: PO Box 599, Jefferson City, MO 65102) every day of the year except Saturdays, Sundays and legal holidays. The commission, at its discretion, from time-to-time may hold public sessions at any time or place within Missouri as may be required.

(4) Any notice of appeal, application or other paper required under the law to be filed with the commission, when mailed and received by the commission, shall be filed as of the date endorsed by the United States Post Office on the envelope or container in which the paper is received, or the date received if filed by facsimile. In instances where the last day for the filing of any such paper falls on a Saturday, Sunday or legal holiday, the filing shall be deemed timely if accomplished on the next day which is not a Saturday, a Sunday or legal holiday.

(5) Any notice of appeal, Application for Review filed in a workers' compensation claim or other paper required by law to be filed with the commission may be filed by facsimile, provided the pages do not exceed five (5) pages including any supporting documents. The parties shall send by United States mail the original and two (2) copies to the commission and one (1) copy to the opposing parties on the same day as the facsimile transmission. Only one (1) copy shall be transmitted by facsimile. Date and time of receipt will be determined by the commission's facsimile machine. Persons filing by facsimile must retain their receipt with the original copy for reference by the commission if requested. Applications for Review

filed in employment security claims are governed by 8 CSR 20-4.010.

(6) The commission, its members, staff and legal counsel will not accept service of process by facsimile transmission.

*AUTHORITY: section 286.060, RSMo 2000.\* This version of rule filed Dec. 18, 1975, effective Dec. 28, 1975. Amended: Filed Aug. 15, 1991, effective Jan. 13, 1992. Amended: Filed Oct. 28, 1998, effective April 30, 1999. Amended: Filed July 19, 2005, effective Dec. 30, 2005.*

*\*Original authority: 286.060, RSMo 1945, amended 1947, 1980, 1995.*