

STATE OF NEW HAMPSHIRE



OFFICE OF LEGISLATIVE SERVICES

STATE HOUSE  
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CONCORD, NEW HAMPSHIRE 03301-4951

**NOTICE**

June 18, 2021

**CONTINUATION OF ELECTRONIC FILING: ALL AGENCIES**

With the expiration of the Governor's State of Emergency at midnight on June 11, 2021, the former OLS notices dated March 17, 2020 are out of date relative to authorization to all agencies to file electronically due to the COVID-19 pandemic.

However, pursuant to my authority under RSA 541-A:1, VI, as amended effective 9-27-20, to prescribe the terms and format of filing under RSA 541-A, I am requiring that agencies continue to file documents electronically with the Administrative Rules office, and not as in-person paper filings, under the following conditions consistent with electronic filing protocols under Section 1.10 and Part 8 of Chapter 3 of the *Drafting and Procedure Manual for Administrative Rules*:

- (1) Using the e-mail address [AdminRules@leg.state.nh.us](mailto:AdminRules@leg.state.nh.us);
- (2) E-mailing beforehand or by letter the names of agency personnel who are authorized to file only if the agency has not filed electronically before;
- (3) Filing documents in Word® except for documents requiring signatures, such as adoption cover letters or emergency rule cover sheets, which must be submitted as PDFs;
- (4) Sending as soon as possible by inter-office mail thereafter any signed, original document, including those temporarily held by agencies during the period when the Administrative Rules office was closed to in-person filings; and
- (5) Notifying the Administrative Rules office if there is any problem preventing electronic filing.

If you have any questions, please contact Scott Eaton, Administrative Rules Director, at 271-3680 or at [scott.eaton@leg.state.nh.us](mailto:scott.eaton@leg.state.nh.us).

David J. Alukonis, Director

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