

Sec. 31-237g-13. Notices from the Appeals Division

- a. A copy of each written decision or notice issued by the Appeals Division pursuant to these regulations shall, unless otherwise specified:
 1. be typed;
 2. be adequately titled at the top center of the document's first page so as to clearly reveal its intended purpose pursuant to these regulations;
 3. list at the top center of the document's first page the address and telephone number of the specific Appeals Division office which issued the document;
 4. include the following identifying information: the claimant's name, address and social security number, if applicable; the employer's name, address and registration number, if applicable; the names and addresses of all attorneys and authorized agents of record with an indication of the party so represented; the case number and the date that such decision or notice was mailed;
 5. list the name and authority of the individual issuing such decision or notice;
 6. with regard to decisions, clearly state the nature of the decision and contain an announcement of the appeal rights, if any, pertaining to such decision;
 7. be mailed by the Appeals Division via first class mail postage prepaid simultaneously to all parties, attorneys, and authorized agents of record promptly following its preparation, provided that, upon request, any party, attorney or authorized agent may obtain any such copy at the office of the Appeals Division which issued the decision or notice on the same date that such copies are otherwise mailed to all parties, attorneys and authorized agents and in such instance the person receiving such hand-delivered copy shall sign a receipt for such delivery which shall become a part of the file record.
- b. An Appeals Division file record which indicates that a copy of a notice or decision was, pursuant to subsection (a) above, (1) mailed by the Appeals Division on a certain date to a properly named and addressed party, attorney or authorized agent, and (2) not returned as undeliverable by the U.S. Postal Service, shall create a rebuttable presumption of the proper delivery and receipt of such notice or decision.

(Effective October 27, 1997)