



CR 101 Memorandum

Regarding Electronic Service and Filing of Legal Notices

Date: February 2, 2022
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Background

[RCW 66.08.030 \(9\)](#) grants authority to the WSLCB to designate the manner of giving and serving notices. The WSLCB is considering creating or amending sections in Title 314 WAC to allow the WSLCB to serve certain notices electronically, and to allow the WSLCB to also accept documents related to license applications and appeals for filing through electronic systems.

Reasons Why Rules May Be Needed

Rules are needed to allow the WSLCB to streamline business and adjudicative processes, and improve efficiency by establishing in rule the WSLCB's ability to serve legal or adjudicative notices electronically. Rules are also needed to allow the WSLCB to accept documents submitted electronically by renewing licensees and license applicants.

Process

The rule making process begins by announcing the Board's intent to consider changes to existing rules, adding new rule sections, or both by filing a CR 101 form with the Office of the Code Reviser. This allows staff, stakeholders, industry partners, and all members of the authorizing environment to begin discussing proposed rule changes.

At the CR 101 stage of the rulemaking process, no proposed language is offered. Any interested party may comment on the subject of this possible rulemaking during the designated comment period. Notice will be sent to all who have indicated that they want to receive notice of rule activity pertaining to this pre-proposal inquiry. The notice will identify the public comment period and where comments can be sent.