

**§ 593. ~~Papers Defined-Approved Forms.~~**

~~The word "papers" means all documents, except exhibits or copies of documents, which are offered for filing to the executive director in any proceeding before the board; provided, however, that it does not include any printed forms approved by the board. Approved forms shall be furnished by the executive director to the public on request, and, unless it is impracticable to do so, the parties to proceedings before the board shall use approved forms.~~

**§ 594. Size of Paper, Pagination, Etc.**

(a) All papers shall be printed or typewritten ~~or printed~~ on opaque, unglazed, white paper, not less than twenty pound weight, standard quality letter size (8 ½ x 11 inches in size). Only one side of the paper shall be used and the margins shall be not less than 1 inch on the left hand side of the page and 1/2 inch on the top, bottom and right hand sides of the page.

(b) Headings shall be either capitalized or underscored, or both, and all quotations shall be indented.

(c) The type font shall be not be smaller than 12 points.

(d) The lines on each page shall be double spaced.

(e) Line numbers shall be placed at the left margin and separated from the text of the paper by a vertical column of space at least one-fifth inch wide or a single or double vertical line. The line number either shall be placed on the same line as a line of type text or shall be evenly spaced vertically on the page. Line numbers shall be consecutively numbered beginning with the number 1 on each page. There shall be at least three line numbers for every vertical inch on the page. ~~The pages shall be numbered consecutively at the center of the page at the bottom.~~

(f) All papers shall ~~consist entirely of original pages without riders and shall be~~ firmly bound together at the top.

(g) Exhibits may be fastened to pages of the specified sizes and, when prepared by a machine copying process, shall be equal to printed or typewritten material in legibility and permanency of image.

(h) Except for exhibits, each paper filed with the board must bear a footer in the bottom margin of each page, placed below the page number and divided from the rest of the document page by a printed line. The footer must contain the title of the paper or some clear and concise abbreviation. The title of the paper in the footer must be at least 10-point font.

NOTE: Authority cited: Sections 3050(a), Vehicle Code. Reference: Sections 3050~~(e)~~ and 3051, Vehicle Code.

**§ 595. Format of First Page; Format and Filing of Papers.**

(a) The first page of all papers shall be in the following form:

(1) Commencing in the upper left hand corner and to the left of the center of the page, the name, office address (or if none, the residence address), mailing address (if different from the office or residence address), electronic-mail (~~e-mail~~) address; (if available), and the telephone number and facsimile number (if available) of the attorney or agent for the party in whose behalf the paper is presented, or of the party if he or she is appearing in

person. If the party is represented by an attorney, provide the state bar number of the attorney shall be beside the name of the attorney.

(2) Below the name, address and telephone number, and centered on the page, the title of the board. Below the title of the board, in the space to the left of the center of the page, the title of the proceeding, e.g., John Doe, petitioner (or protestant, or appellant) vs. Richard Roe (or department Department of Motor Vehicles), respondent, as the case may be.

(3) To the right of and opposite the title, the number of the proceeding, which shall be assigned consecutively by the executive director in the order of filing in petition, ~~and~~ appeal, ~~and~~ protest proceedings. ~~Numbers in protest proceedings shall be assigned consecutively by the executive director following receipt of a notice of appearance from the respondent and upon payment of all filing fees as required by section 553.40 of Title 13 of the California Code of Regulations. No number shall be assigned to more than one proceeding. The same number shall not be assigned to more than one petition, appeal or protest.~~

(4) Immediately below the number of the proceeding, the nature of the paper, e.g., "Request for Informal Mediation," "Petition," "Protest," "Answer," "Appeal," "Request for Hearing," "Petitioner's Opening Brief," etc. If the paper is a "Petition", the ~~The~~ first allegation of the petition shall state the name and address of the respondent and whether the respondent is the holder of or an applicant for an occupational license of the type issued by the department Department of Motor Vehicles such that the respondent is subject to the jurisdiction of the board.

(5) The dates of the hearing and any future pre-hearing or settlement conferences, if known.

(b) In addition to a paper copy, the board may direct a party to submit pleadings or other papers by electronic means if the party is able to do so.

(c) A party may obtain proof of the filing of a paper by submitting either an extra copy of the paper or a copy of the first page only, with a self-addressed, return envelope, postage prepaid. The copy will be returned to the party with the date of filing indicated.

(d) Papers may be filed with the board by facsimile or electronic-mail transmission. Unless required by the ALJ or by order of the board, the original paper need not be filed with the board if the party obtains telephonic or other confirmation from the board that a complete and legible copy of the papers was received.

(e) Notwithstanding Code of Civil Procedure Section 1013(a), papers delivered to the board by the U.S. Postal Service or other means are deemed filed on the date actually received by the board. Papers hand delivered to the board and complete papers received by facsimile or electronic-mail transmission during regular business hours (8 a.m. to 5 p.m.) will be filed on the date received. Papers received after regular business hours are deemed filed on the next regular business day.

(f) Protests sent by U.S. Postal Service certified or registered mail are deemed received by the board on the date of certified or registered mailing and will be filed as of the date of the certified or registered mailing.

NOTE: Authority cited: Section 3050(a). Reference: Sections 3050~~(e)~~ and 3051, Vehicle Code.

**§ 597. Last Page; Signature.**

~~(a) Every paper shall be dated and signed. At the end of each paper, the date shall appear on the left of the center of the page.~~

~~(b) Petitions, answers and appeals shall be subscribed signed by the party and by his or her the party's attorney or agent, if ~~he or she~~ the party is represented.~~

~~(c) All other papers shall be subscribed signed by the party's attorney or agent, if ~~he or she~~ the party is represented, or by the party, if ~~he or she appears in person~~ the party is not represented by an attorney or agent.~~

~~The signature shall appear at the end of the paper on the right hand side.~~

~~(d) Except as otherwise provided by statute or regulation, the board may accept for filing papers, documents, and exhibits that bear a copy of a signature.~~

NOTE: Authority cited: Section 3050(a), Vehicle Code. Reference: Section 3050(a), Vehicle Code.