

## Chapter Eth 3

## PRACTICE AND PROCEDURE

Eth 3.01	Communications and documents addressed to board	Eth 3.04	Transcripts
Eth 3.02	Computation of time	Eth 3.30	Requests for written advice
Eth 3.03	Service of documents and filing of statements of economic interests		

**Eth 3.01 Communications and documents addressed to board.** (1) All written communications and documents intended for the board should be addressed to the State of Wisconsin Ethics Board, 44 East Mifflin Street, Suite 601, Madison, Wisconsin 53703-2800 and not to individual members of the board or its staff. All communications and documents delivered at the board's office are officially received.

History: Cr. Register, June, 1976, No. 246, eff. 7-1-76; am. Register, April, 1985, No. 352, eff. 5-1-85; emerg. am. eff. 1-23-91; am. Register, July, 1991, No. 427, eff. 8-1-91.

**Eth 3.04 Transcripts.** (1) If the board, on its own behalf, causes a typed transcript of a proceeding to be prepared, the board shall furnish anyone with a copy of the typed transcript upon the payment of the actual cost of copying the transcript. Otherwise, the board, on behalf of another, shall cause a typed transcript of a proceeding to be prepared and furnished to the requestor upon the payment of the cost of transcription.

(2) The board will waive the fees established in sub. (1) for a party to a proceeding who establishes by affidavit or other means that the party is impecunious.

History: Cr. Register, October, 1979, No. 286, eff. 11-1-79.

**Eth 3.30 Requests for written advice.** When delay is of substantial inconvenience or detriment to a person requesting the board's written advice regarding the propriety of a matter to which the person is or may become a party, the board's executive director may, with the advice and consent of the chair, or if the chair is unavailable, with the advice and consent of the vice chair, or if the vice chair is unavailable, with the advice and consent of any member of the board, advise the state public official. Written advice prepared by the executive director pursuant to this rule has the full force and effect of written advice given by the board.

History: Cr. Register, June, 1976, No. 246, eff. 7-1-76; am. Register, September, 1976, No. 249, eff. 10-1-76; am. Register, October, 1976, No. 250, eff. 11-1-76; am. Register, April, 1985, No. 352, eff. 5-1-85.