

Rule 17. Filing of the Record.

(a) Agency to File; Time for Filing; Notice of Filing. A respondent agency must file the record within 60 days after being served with a petition for review. In cases involving the review of a decision of the Office of Administrative Hearings, the Office of Administrative Hearings must file the record within 60 days of the issuance of an order directing the filing of the record. The court may shorten or extend these deadlines for good cause. The Clerk must notify all parties and intervenors that the record has been filed.

(b) Filing – What Constitutes.

(1) The agency must file:

(A) the original or a certified copy of the record on review or parts designated by the parties; or,

(B) if a partial record is filed, a certified list adequately describing all documents, transcripts, exhibits, and other material constituting the record on review.

(2) The parties may stipulate in writing that no record or certified list be filed. The date when the stipulation is filed with the Clerk is treated as the date when the record is filed.

(3) The agency must retain any portion of the record not filed with the Clerk. All parts of the record retained by the agency are a part of the record on review for all purposes and, if the court or a party so requests, must be sent to the court regardless of any prior stipulation.