



RULEMAKING ECOMMENTS WEBSITE

FREQUENTLY ASKED QUESTIONS

COURT OF ADMINISTRATIVE HEARINGS
600 NORTH ROBERT STREET, SAINT PAUL, MN 55101

RULEMAKING ECOMMENTS WEBSITE

FREQUENTLY ASKED QUESTIONS

TABLE OF CONTENTS

Login/Registration	1
Who can post a comment on the eComments system?	1
Am I required to register for an account in order to comment?.....	1
How do I register?	1
Logistics of Filing in eComments	1
How do I post my comment?	1
Can posted comments include images, charts, or graphs?.....	1
What is the deadline for filing comments?.....	1
Can I upload documents with my comments?	2
Is there a character or word limit?	2
How will comments be monitored?	2
Will there be a disclaimer notifying users that the website is publicly accessible and any comments they make can be viewed by the public?	2
eComments Agency Reports	2
How will the agency receive the eComments?.....	2
What information about the commenter will be provided to the agency contact person?.....	2
Will the agency be able to see the eComments as they are received?.....	3
Miscellaneous	3
Where do I find training materials on the eComments system?	3
What if I have other questions?	3

RULEMAKING ECOMMENTS WEBSITE

FREQUENTLY ASKED QUESTIONS

LOGIN/REGISTRATION

WHO CAN POST A COMMENT ON THE ECOMMENTS SYSTEM?

Any member of the public or agency staff member who registers for an account and has a valid email address may comment on pending rulemaking matters.

AM I REQUIRED TO REGISTER FOR AN ACCOUNT IN ORDER TO COMMENT?

Yes. To electronically comment on a pending rulemaking matter, you must have an active account. Any member of the public can view all posted comments without registering for an account.

HOW DO I REGISTER?

You may sign up by visiting the eComments page on the CAH website. You must provide the following: first name, last name, email address, and password. A valid email address is required to comment on the site. A confirmation email will be sent to the email address you provided. You must click a link in the confirmation email to activate the account.

FILING IN ECOMMENTS

HOW DO I POST MY COMMENT?

After you have registered, simply click on the eComments link on the front page of the CAH website to get to the eComments website. Click “Sign In” in the top right corner, then enter your email and password. Find the rulemaking proceeding on which you wish to comment. Click “View Discussion” and then “Submit a Comment.” Then simply type your comment into the text box, upload an attachment, or copy the text you want from an existing Word document and paste it into the text box. Click “Post” to submit.

CAN POSTED COMMENTS INCLUDE IMAGES, CHARTS, OR GRAPHS?

Yes. If you want to include images, charts, or graphs in your comment, you will need to upload the documents with your comment. Please refer to the step-by-step instructions for directions on how to upload documents.

WHAT IS THE DEADLINE FOR FILING COMMENTS?

The eComments system is available 24 hours a day, seven days a week. The deadline for filing comments is by 4:30 p.m. on the day public comments are due as specified in relevant orders

or notices issued in each matter. Comments received after 4:30 p.m. on a specified date will be considered filed on the next business day.

CAN I UPLOAD DOCUMENTS WITH MY COMMENTS?

Yes, you may attach up to three documents per comment. If you have more than three documents to attach to your comment, include the additional attachments in a new comment. Allowed attachments include PDFs, spreadsheets, and word documents. Please include your name and contact information on all attachments. Please refer to the step-by-step instructions for directions on how to upload documents.

IS THERE A CHARACTER OR WORD LIMIT?

The eComments system does not have a character or word limit for posted comments on the site.

HOW WILL COMMENTS BE MONITORED?

CAH will monitor the website and remove any offensive or inappropriate comments. If a comment is removed, the agency will receive a copy of that comment at the end of the comment period so that it is maintained as part of the record.

WILL THERE BE A DISCLAIMER NOTIFYING USERS THAT THE WEBSITE IS PUBLICLY ACCESSIBLE AND ANY COMMENTS THEY MAKE CAN BE VIEWED BY THE PUBLIC?

Yes. The website will include the following disclaimer:

Important: All comments will be made available to the public. Please only submit information that you wish to make available publicly. **The Office of Administrative Hearings does not edit or delete submissions that include personal information. We reserve the right to remove any comments we deem offensive, intimidating, belligerent, harassing, bullying, or that contain any other inappropriate or aggressive behavior without prior notification.**

AGENCY REPORTS

HOW WILL THE AGENCY RECEIVE THE ECOMMENTS?

At the end of the comment period or any time the agency requests, CAH will provide a report to the agency. The reports will include the comments, each commenter's name and email address, and the date and time each comment was posted. The report is available in PDF format. To request reports, email William Moore at William.T.Moore@state.mn.us.

WHAT INFORMATION ABOUT THE COMMENTER WILL BE PROVIDED TO THE AGENCY CONTACT PERSON?

The agency will be given the commenter's name and email address.

WILL THE AGENCY BE ABLE TO SEE THE ECOMMENTS AS THEY ARE RECEIVED?

Yes. Comments are visible in real-time. They are posted as they are received and can be viewed by any member of the public viewing the eComments website.

MISCELLANEOUS

WHERE DO I FIND TRAINING MATERIALS ON THE ECOMMENTS SYSTEM?

The following training materials are available on [CAH's website](#):

- eComments Instructions
- eComments FAQ

WHAT IF I HAVE OTHER QUESTIONS?

For technical issues signing up for or using CAH's eComments system, email CAH.Webmaster@state.mn.us. When contacting CAH, detail the issue that you are having, what you were doing when the issue or error occurred, and provide your contact information. Technical support is available Monday through Friday, 8:00 a.m. to 4:30 p.m., excluding CAH holidays. Please note this email is only for technical support; please contact William.T.Moore@state.mn.us regarding procedure and policy questions.