



MODIFIED RULE FILING

(For Legislative Rules Only)

- ✓ The Legislative Rule-Making Review Committee (LRMRC) and the Legislative Oversight on Education Accountability (LOCEA) meet and consider the proposed legislative rules. Among the recommendations they make are “Authorized as Originally Filed” and “Authorized as Modified by the Agency”.
- ✓ If the rule is authorized as originally filed, there are no more filings to make prior to the Legislative session. The Agency Approved version of the rule will be presented to the Legislators.
- ✓ If LRMRC or LOCEA recommend changes, the changes are incorporated into the rule and a modified version is filed. This is the version of the rule that will be presented to the Legislators.
- ✓ The filing should be made within ten (10) days of the LRMRC/LOCEA meeting.
- ✓ The entire rule must be filed incorporating the LRMRC/LOCEA recommendations. If it is an amendment to an existing rule, it will contain strike-throughs and underlines. If it's a new rule, it will be completely underlined and will not contain any strikethroughs.
- ✓ The rule be submitted in Word.
- ✓ The “Notice of Action” document from LRMRC/LOCEA does not need to be filed. Copies of those documents are sent from the acting committee.

PROCESS FOR FILING THE RULE

1. Log in to your eRules account.
2. Go to “Your Agencies (In-Progress) Rules” and click on “Edit/Upload/View”.
3. Find the correct rule file and click on “Edit/Upload/View”. This opens the “Documents” page.

4. Go to the "Modified" field, click on "Upload File" and choose "Browse". Find the rule to be submitted from where you have saved it on your computer and upload it in either Word or WordPerfect.
5. Go to the rule that was just uploaded and click on "View".
6. The "Actions" bar will be displayed. Click on "Attach Form".
7. There will only be 1 form in the "Select Form Type" drop down.
8. Select the form and click on "Attach Form" to begin.
9. Fill out the form completely.
10. When completed, be sure to click the box marked "Attach Form" to add it to the rule filing.
11. After attaching the form, click on "Return to Document" to complete the filing.
12. Once the filing is complete and accurate, click on "Submit to Agency Head" located on "Actions" bar where forms are attached.
13. Be sure to follow up with the agency head to ensure that action is taken.
14. The agency head will log into eRules, review the filing and click on "Submit to SOS".

PROCESS FOR FILING SUPPORTING, INCORPORATED BY REFERENCE, OR OTHER DOCUMENTS

1. This is an additional filing to the rule only if the agency has other documents to be considered with the rule filing.
2. The document should be filed as a pdf document.
3. All of the same steps listed above will be followed with a couple of differences:
 - a. The document will be uploaded to the "Supporting Documents", "Incorporated by Reference", or "Other" field.
 - b. The document can be a pdf file.

CHECKING A RULE OUT FOR CORRECTIONS

If corrections need to be made to the rule either before it is submitted or if it gets rejected by the Agency Head or the Secretary of State's office, the rule can be checked out. This process allows the form to remain in place with no need to fill it out again.

1. Log in to eRules and find the rule.
2. Click on "Edit/Upload/View".
3. Find the correct file on the "Documents" page and click on "View".
4. This will display the "Actions" bar. Click on "Check Out".
 - a. Right click where indicated and use "save target as", name it and save.
 - b. The previous screen returns. Select "confirm check out".
5. When all work is done, go back to the "Actions" bar.
6. Click on "Check In".
 - a. Click on "Browse".
 - b. Find the corrected rule and upload.
7. You can now "Submit to Agency Head", and from agency head "Submit to SOS".