

**11 NCAC 23A .0109 CONTACT INFORMATION**

(a) "Contact information" for purposes of this Rule shall include telephone number, facsimile number, email address, and mailing address.

(b) All attorneys of record with matters before the Commission shall inform the Commission in writing of any change in the attorney's contact information via email to [dockets@ic.nc.gov](mailto:dockets@ic.nc.gov).

(c) All unrepresented persons or entities with matters before the Commission shall inform the Commission upon any change to their contact information in the following manner:

(1) All employees who are not represented by counsel shall inform the Commission of any change in contact information by filing a written notice via the Commission's Electronic Document Filing Portal ("EDFP"), email to [forms@ic.nc.gov](mailto:forms@ic.nc.gov), facsimile, U.S. Mail, private courier service, or hand delivery.

(2) All non-insured employers that are not represented by counsel shall inform the Commission of any change in contact information by filing a written notice via EDPF, email to [dockets@ic.nc.gov](mailto:dockets@ic.nc.gov), facsimile, U.S. Mail, private courier service, or hand delivery.

*History Note: Authority G.S. 97-80;  
Eff. January 1, 2019.*