



**Policy Number:** 08-001  
**Subject:** Amended Orders  
**Chapter:** Orders of Director

<b>Legislation</b>	Section 47
<b>Definitions</b>	<p><b>Administrative error:</b> means a clerical mistake in copying or writing. The term also includes the unintentional omission of a number or factor in making a calculation or a mathematical miscalculation by a department employee or adjudicator. The term does not include an actual or alleged erroneous interpretation of applicable law, the giving of erroneous advice, or negligence on the part of an employee or agent of the department or member or agent of the board.</p> <p><b>Order:</b> means any award, decision, injunction, judgment, order, ruling, subpoena, or verdict entered, issued, made, or rendered by any court, administrative agency, or other Governmental Body or by any arbitrator.</p>
<b>Purpose</b>	The purpose of this section is to provide clarification on policy where an amendment to an order of the division is required.
<b>Policy</b>	<p>Amended orders should always rescind the original order.</p> <p>An administrative error or omission in an order may be amended. A matter which should have been adjudicated upon but was mistakenly omitted may also be corrected. (Refer to Rule 15.07 of Rules of the Supreme Court).</p> <p>Amendments to a decision &amp; order shall not be used for issues and matters of a file that have not been duly served upon the respondent in accordance with policy &amp; legislation, and adjudicated.</p>
<b>Procedure Overview</b>	<p>Once notified of a potential error/omission, the assigned adjudicator should be notified of the potential error and the file reviewed.</p> <p>The adjudicator may amend administrative errors and obvious omissions where the adjudicator in the original hearing has addressed the facts and evidence of the file. The decision &amp; order(s) are to be re-issued with 'AMENDED ORDER' used on the re-issued order. With the issuance of the amended order, the original order would be considered rescinded.</p>



	New documents are sent to all parties along with a cover letter advising of the amendment. The new order(s) are placed in the electronic file.
<b>Forms &amp; Form Letters</b>	Order Order of Possession Order to Sheriff
<b>X-Reference</b>	N/A
<b>Policy Developed</b>	September, 2000
<b>Policy Revised</b>	January, 2002 May, 2023
<b>Other Resources</b>	Rules of the Supreme Court: Rule 15.07