**Section** **1620.1480** **Service of Pleadings**

a) Manner of Service. When copies of papers filed with the Commission are required to be served on the opposing party, these copies shall be served personally, by first class mail, or in a manner agreed to by the parties and approved by the Administrative Law Judge.

b) Proof of Service. Proof that copies were served on the opposing party must be filed with the papers required to be filed with the Commission. Proof of service shall consist of the statement of the individual making service specifying the manner and date of the service.

(Source: Added at 36 Ill. Reg. 13826, effective August 21, 2012)