**Section 176.1050 Motions**

a) Form of Motions. All motions must be made in writing and must set forth the relief or order sought and must be filed with the Department of Administrative Hearings at the earliest time to be considered by the hearing officer. Motions may be hand delivered or sent by regular mail, courier, or facsimile transmission. Motions must be sent to the hearing location designated in the notice of hearing and are considered received on the date that they are file-stamped by Department of Administrative Hearings personnel. Motions based on information that does not appear on the record must be supported by an affidavit. Motions may be presented by a party to obtain appropriate relief, such as dismissing the proceedings, adding necessary parties, or extending time to comply with an order.

b) Motions to Correct or Reconsider. The Department will not consider motions to correct a material misstatement of fact or to reconsider a decision made or an Order entered in a formal hearing. The proper avenue for relief is to file a complaint under the Administrative Review Law. [735 ILCS 5/Art. III]

(Source: Added at 47 Ill. Reg. 8640, effective June 5, 2023)