**Section 200.50 Notice, Service and Proof of Service**

a) The hearing officer and all parties to the proceedings shall be served all pleadings, motions, notices and other documents filed by any party. Proof of service on all parties shall be filed with the hearing officer.

b) Any Order or Notice issued by the Agency shall either be served personally or by registered or certified mail on the Respondent.

c) All other pleadings and other documents shall be served personally or by first class United States mail properly addressed, with postage prepaid, to each party to the proceeding.

d) When any party or parties have appeared by attorney, service upon the attorney shall be deemed service upon the party or parties.

e) Proof of service of any paper shall be by certificate of attorney, affidavit or acknowledgement, or certified or registered mail receipt.

f) Wherever notice or notification is indicated or required, it shall be effective upon the date of mailing to the party's last address on file with the Agency. Orders and notices sent by certified or registered mail to the party's last address on file with the Agency that have been returned to the Agency as unclaimed or refused by the addressee shall be considered served.

g) In addition to the methods provided for in this Part, a Respondent may be served in any manner permitted by law.

(Source: Amended at 36 Ill. Reg. 16780, effective November 13, 2012)