**Section 166.223 Service of Documents and Proof of Service**

a) Service of pleadings, motions or other documents shall be made by personal delivery or by certified mail. One copy shall be served to each party who has filed an appearance and to the Hearing Officer with proof of service.

b) Proof of service shall be filed with the Hearing Officer before action will be taken on any pleading.

c) The proof of service shall show the date, time and manner of service any may be by written acknowledgement of service, by certificate of the person effecting the service, or by certified mail with a return receipt.

d) Service by certified mail is complete upon receipt or returned as refused. The time for any response shall commonce seven (7) days after receipt or refusal.

e) The Hearing Officer shall maintain a service list of the names and addresses of all parties and interested persons.