**Section 168.225 Service of Documents and Proof of Service**

a) Service of pleadings, motions or other documents shall be made by personal delivery or by depositing in the United States mail, first class postage prepaid, properly addressed to the last known address of the party or the party's representative upon whom service is to be made. One copy shall be served to each other 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.

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

2) The Hearing Officer shall allow the proof of service to be amended or supplied at any time before action is taken unless to do so would result in material prejudice to a party.

c) Service be mail is presumed complete and the time for any response shall commence seven (7) days after mailing first class postage prepaid.

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