**Section 300.1050 Manner and Service of Notice**

a) Service of notice of a formal hearing shall be complete when the notice of hearing is:

1) Personally served; or

2) Sent not less than 21 days prior to the date designated for the hearing by:

A) Regular US mail, postage prepaid, to the parties' addresses;

B) Certified US mail, postage prepaid, to the parties' addresses;

C) E-mail, if the employer or claimant has agreed to service by those means; or

D) Other verifiable means, such as private carrier.

b) For purposes of subsection (a), notice of a formal hearing shall be deemed properly served if sent to the parties at an address:

1) On file with the Department;

2) On file with the Illinois Secretary of State;

3) On file with any other State agency with which the party has a duty to maintain a current address; or

4) The Department reasonably calculates to be a true and current address for the party.

c) The notice of a formal hearing under this Subpart G shall include:

1) The time, place and nature of the hearing;

2) A copy of the claim;

3) The legal authority and jurisdiction under which the hearing is to be held;

4) Instructions for all parties to bring all evidence and/or witnesses that support or dispute the employee claims;

5) A description of the procedure to request a continuance or to appear at the hearing telephonically; and

6) A designation and address of an ALJ to preside over the hearing.

(Source: Amended at 38 Ill. Reg. 18517, effective August 22, 2014)