**Section 2520.30 Service of Documents**

a) Manner of Service. Unless otherwise provided, all documents required to be served under the Act or this Part shall be served personally, by telefax, by electronic service, by U.S. mail, or by private delivery service.

b) Proof of Service. When service on the Department is required, proof of service shall be filed with the Department consisting of the verified statement of the individual making service, specifying the title of the document, manner and date of service.

c) Effective Date of Service

1) Service by mail shall be deemed complete five days after mailing of the document, properly addressed and posted for delivery to the person to be served.

2) Service by telefax or electronic service shall be deemed complete when transmitted, regardless of when the recipient opens or reads the electronic communication, properly addressed to the person to be served. Telefax or electronic service served on a Saturday, Sunday or legal state holiday are deemed served on the following business day.

(Source: Amended at 44 Ill. Reg. 19864, effective December 14, 2020)