**Section** **1620.1330** **Contents of the Complaint and Amendments**

a) The complaint must contain charges that are specific enough to apprise the respondent of the nature and substance of the cause alleged for removal. If a breach of a statutory duty or a rule is alleged, the specific statute or rule shall be cited in connection with the charge.

b) Charges shall be set forth in separate paragraphs and contain the dates, names of persons, places and information reasonably calculated to apprise the respondent of the allegations that are the basis of the complaint.

c) At any time prior to commencement of hearing or prior to the close of hearing, the Administrative Law Judge may, upon motion of a party, permit amendment of the complaint if no undue surprise results that would prejudice the opposing party's right to a prompt hearing or impose an injustice on either side.

(Source: Added at 36 Ill. Reg. 13826, effective August 21, 2012)