**Section 168.200 Commencement of an Action**

a) A complainant may commence a contested case by serving on all parties a statement of noncompliance which shall state allegations of noncompliance, set forth facts which constitute alleged violations of a statute or Agency rules, and which are the basis of the complainant's action.

b) Written response to the statement of noncompliance may be filed by a respondent and must be served on all parties within 21 days after service of the statement of noncompliance. If a respondent fails to respond, each alleged violation of a statute or Agency rule by the respondent shall be deemed to have been denied.