**Section 168.235 Motions**

a) Unless made during a hearing or the pre-hearing conference, motions shall be made in writing, and shall set forth the relief or order sought. Motions based on a matter which does not appear on record shall be supported by affidavit. Motions shall be ruled upon the day of such hearing or prior to such hearing after notice to all parties and opportunity to be heard on such motion.

b) Written motions shall be titled as to the party making the motion and the nature of the relief sought. Such title shall be in capital letters and shall be placed either below the caption or to the right of the caption beneath the docket number.

c) Amendments to all pleadings and motions and petition to intervene shall be allowed upon proper motion at any time during the proceeding.

d) Any party to a hearing may respond to any motion. Responses shall be in writing and shall be filed within ten (10) days of service of the motion.