**Section 120.200 Notice of Hearing**

a) All hearings shall be initiated by the Director's issuance of a written Notice of Hearing, which shall be served upon all known parties to the hearing. Hearings under the Child Labor Law [820 ILCS 205] shall take priority over all other hearings.

b) Service shall be complete when the Notice of Hearing is served:

1) in accordance with how a summons is served on a person under Part 2 of the Civil Practice Law [735 ILCS 5/Art. II, Part 2];

2) by certified U.S. Mail, postage prepaid, addressed to the last known address of the person involved not less than 15 days before the day designated for the hearing; or

3) by U.S. mail, postage prepaid, to the address on file with the Department.

c) A Notice of Hearing served under this Part shall include:

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

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

3) A reference to the particular Section of the statutes and rules involved;

4) A short and plain statement of the matters asserted, except when a more detailed statement is otherwise provided for by law; and

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

d) A copy of a Notice of Hearing served pursuant to this Part shall be referred to the ALJ designated in the Notice, together with the original complaint, application or report and any written request for a hearing filed pursuant to this Part.

(Source: Amended at 38 Ill. Reg. 17631, effective August 15, 2014)