**Section 2605.80 Procedure for Initiating an Administrative Hearing**

a) An Administrative Hearing is initiated by an individual or entity with standing to seek such an Administrative Hearing serving a Petition for Hearing on the Department, or by the Department serving a Notice of Charges on a party. In either case, the service must be made within the required period of time specifically set forth by a Statute or Program Rule.

b) The Petition for Hearing and the Notice of Charges must be in clear and legible writing and signed by the person initiating the Administrative Hearing.

c) The Petition for Hearing and the Notice of Charges must contain the following information:

1) The name and contact information of the parties involved;

2) The subject matter of the Administrative Hearing;

3) The date;

4) A list of the Department findings or decisions that are being challenged, the specific reasons why the Petitioner asserts that the Department's findings or decisions are incorrect, and the specific relief sought (in the case of a Petition for Hearing); and

5) A list of the Department's charges against the party (in the case of a Notice of Charges).

d) The Petition for Hearing must be personally delivered, or mailed via certified mail, return receipt requested, with Proof of Service attached, to:

Office of the General Counsel

Illinois Department of Commerce and Economic Opportunity

100 West Randolph Street, Suite 3-400

Chicago, Illinois 60601.

e) The Notice of Charges must be personally delivered, or mailed via certified mail, return receipt requested, with Proof of Service attached, to the party's last known address or to the party's registered agent for service of process at the address registered with the Illinois Secretary of State.

(Source: Amended at 43 Ill. Reg. 4056, effective March 19, 2019)