**Section 2605.120 Service**

a) Service of all documents after a Petition for Hearing or Notice of Charges has been initiated shall be made by personal delivery upon all parties, or U.S. mail, properly addressed, with postage prepaid, unless otherwise required in this Part. Proof of Service must be attached to the original of any document served. The parties may agree to service by facsimile or electronic mail. To the extent the parties agree to service by electronic mail, a party has the option of designating up to two secondary electronic mail addresses at which that party consents to accept service. If any secondary electronic mail address is designated, the Department must serve the documents on both the designated and all secondary addresses.

b) Service on the Department is made by serving the Office of the General Counsel, at the Chicago office address, unless otherwise designated by the Department.

c) Service on a party shall be at its last known address, unless otherwise designated by the party.

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