**Section 2605.170 Notice of Hearing**

a) After receipt by the Department of a properly submitted Petition for Hearing, or in conjunction with a Notice of Charges, a Notice of Hearing *shall be served, personally or by certified or registered mail*, return receipt requested, by the Department *upon the parties or their agents appointed to receive service of process, and shall include the following:*

1) *A statement of the date, time, place, and nature of the Administrative Hearing;*

2) *A statement of the legal authority and jurisdiction under which the Administrative Hearing is to be held;*

3) *A reference to the particular Sections of the substantive and procedural Statute and Program Rules involved;*

4) *A short and plain statement of the matters asserted, the consequences of a failure to respond,* and the assigned Hearing Number; and

5) *The names and mailing addresses of the Hearing Officer, all parties involved, and all other persons to whom the Department gives Notice of Hearing, unless otherwise confidential by law.* [5 ILCS 100/10-25]

b) Any contention that an improper Notice of Hearing was given will be deemed waived unless it is raised by a party prior to argument on any other motion, or, if no other motions are presented, prior to the commencement of opening statements.

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