**Section 5300.30 Service of Pleadings**

a) Manner of Service. Unless otherwise provided, all motions, orders, notices and other pleadings required to be served under the Act or this Part shall be served either personally, electronically, or by first-class mail.

b) Proof of Service. Proof of service shall be filed when service is required. Proof of service shall consist of the statement of the individual making service, specifying the manner and date of such service and the address of each recipient. If the individual making service is not an attorney, the statement shall be verified.

c) Effective Date of Service by Mail. Service by mail is complete four days after the date of mailing stated in the proof of service.

d) Effective Date of Personal or Electronic Service. Service by personal delivery or electronic means is complete on the date of transmission stated in the proof of service.

(Source: Amended at 47 Ill. Reg. 13492, effective September 11, 2023)