**Section 1110.60 Service**

a) Service of any document may be by mail or by personal delivery. Service may also be made by email to the Respondent, Petitioner or licensee to the address of record. Service upon an unlicensed person may only be made by mail to the most recent publicly ascertainable address or by personal delivery. Service by email to the assigned Division counsel may be addressed to his or her email address appearing on any pleading.

b) Proof of service by mail or personal delivery will be attached to the original of any document served. Proof of service by email shall be the emailed notice to which the document is attached. In the absence of evidence to the contrary, the date shown on the proof of service shall be deemed the date of service. Proof of service may be verified by certification as provided for in Section 1-109 of the Code of Civil Procedure [735 ILCS 5].

c) If service is by email, the Division shall maintain a copy of the sent email and shall verify within one business day that the transmission of the email has not been rejected or has failed. In the event of rejection or failure, absent correction of an erroneous email address, service shall be made by mail.

(Source: Amended at 43 Ill. Reg. 9969, effective September 13, 2019)