**Section 14.1140 Service of Documents**

a) The Division. Formal complaints, Notices and Orders shall be served by the Division.

b) The Parties. Petitions, informal complaints, motions, answers, protests and memoranda shall be served by the party filing the same on all other parties and on each person known to have a substantial interest in the proceeding. Responsive documents shall be served on all the parties.

c) How Service may be Made. Service may be made by first class, registered, or certified mail; by electronic means (e.g., telefax), or by personal delivery.

d) Proof of Service. Any document required to be served by this Part, shall contain a certificate of mailing or personal delivery executed by the person serving the document.

e) Date of Service. Whenever proof of service is made, the date of mailing or the date of personal delivery shall be the date of service.