**Section 1.40 Formal Administrative Proceeding: Communications**

a) All communications to the Department concerning formal administrative proceedings shall be addressed to the Director or administrative law judge, State Fairgrounds, P.O. Box 19281, Springfield, Illinois 62794-9281, unless otherwise instructed.

b) A copy of the formal complaint shall either be served personally or shall be served by registered or certified mail on the respondent or his or her authorized agent. Proof of service of the complaint shall be made by affidavit of the person making personal service, or by the registered or certified mail receipt.

c) Any pleadings, motions, orders, and conference or discovery notices, after issuance of the complaint, shall be served personally or by First Class United States Mail, and copies thereof shall be filed with the administrative law judge.

(Source: Amended at 16 Ill. Reg. 15850, effective October 5, 1992)