**Section 166.224 Motions**

a) Unless made during a hearing or a pre-hearing conference, motions shall be made in writing, and shall set forth the relief or order sought and shall be served on all other parties of record. Motions based on a matter which does not appear on record shall be suppported by affidavit. Motions shall be ruled upon the day of such hearing or prior to such hearing after the period of response in subsection (a).

b) Written motions shall be titled as to the party making the motion and the nature of the relief sought. Such title shall be in capital letters and shall be placed either below the caption or to the right of the caption beneath the docket number.

c) Amendments to all pleadings and motions shall be allowed upon proper motion in accordance with subsection (a) at any time during the proceeding.

d) Any party to a hearing may respond to any motion. Responses shall be in writing and shall be filed within ten (10) days of service of the motion.