**Section 730.200 Requirement of an Answer**

a) In all contested cases initiated by either a Petition for Hearing or Notice of Hearing, the Respondent shall file an answer within 28 days after the date on which the Petition for Hearing/Notice of Hearing was served. The answer shall be in writing, signed by the Respondent, and shall contain a specific response to each allegation. The answer shall either admit or deny the allegation, or shall state that the Respondent has insufficient information to either admit or deny the allegation. Any answer that states that the Respondent has insufficient information to admit or deny the allegation shall be accompanied by an affidavit of the Respondent attesting to the truth of this assertion.

b) On motion by any Party, the Hearing Officer will issue a notice to plead or be held in default to any Respondent who has failed to answer or otherwise file a responsive pleading. If, within 15 days after issuance of that notice, the Respondent does not answer or otherwise file a responsive pleading, the Respondent will be held in default and a default order may be entered by the Hearing Officer.