

**7—2506.5(17A) Notice of hearing.**

**2506.5(1) Delivery.** The agency will deliver notice of a hearing. Delivery shall, whenever possible, be effectuated through electronic means. Otherwise, delivery can be effectuated by:

- a. Personal service as provided in the Iowa Rules of Civil Procedure; or
- b. Certified mail, return receipt requested; or
- c. First-class mail; or
- d. Publication as provided in the Iowa Rules of Civil Procedure.

**2506.5(2) Contents.** The notice of hearing must state:

- a. The time, place, and nature of the hearing;
- b. The legal authority and jurisdiction under which the hearing is to be held;
- c. The particular sections of the statutes and rules involved;
- d. Briefly and plainly, the matters asserted. If a party cannot state the matters in detail when the notice is served, the party may limit the initial notice to a statement of the issues involved but must supplement it with a more definite and detailed statement if requested by another party;
- e. All parties, including the name, address, and telephone number of the person who will advocate for each party;
- f. The procedural rules governing conduct of the contested case proceeding;
- g. The procedural rules governing informal settlement;
- h. The identity of the presiding officer, if known, or, if not, a description of who will serve as presiding officer; and
- i. The deadline to request under Iowa Code section 17A.11 and rule 7—2506.6(17A) that the presiding officer be an administrative law judge.

[ARC 0038D, IAB 2/4/26, effective 1/13/26]