

**201—12.5(17A) Notice of hearing.** The notice of hearing shall state:

- 12.5(1)** The date, time and place of hearing.
- 12.5(2)** A statement that the party may be represented by legal counsel at all stages.
- 12.5(3)** A statement of the legal authority and jurisdiction under which the hearing is to be held.
- 12.5(4)** A reference to the statutes and rules involved.
- 12.5(5)** A short and simple statement of the deficiencies cited.
- 12.5(6)** A statement that the respondent has the right to appear at a hearing and be heard.
- 12.5(7)** A statement requiring the respondent to submit an answer, as outlined in rule 12.6(17A).
- 12.5(8)** A statement requiring the respondent within the period of five days after the receipt of the

notice of hearing to:

- a.* Acknowledge receipt of the notice of hearing on the form provided with the notice.
- b.* State whether the respondent requests a change in the date and time of hearing.
- c.* Furnish the director with a list of potential witnesses and their current addresses which the respondent intends to have called. The department of corrections shall not pay witness expenses.