

591—17.9(17A) Notice of hearing.

17.9(1) *Delivery.* Delivery of the notice of hearing constitutes the commencement of the contested case proceeding. Delivery may be executed by:

- a. Personal service as provided in the Iowa Rules of Civil Procedure; or
- b. Certified mail, return receipt requested; or
- c. Publication, as provided in the Iowa Rules of Civil Procedure; or
- d. Any other method agreed to in writing by the parties.

17.9(2) *Contents.* The notice of hearing shall contain the following information:

- a. A statement of the time, place, and nature of the hearing. The hearing shall be held within 180 days of the filing of the petition, unless good cause is shown for a delay;
- b. A statement of the legal authority and jurisdiction under which the hearing is to be held;
- c. A reference to the particular sections of the statutes and rules involved;
- d. A short and plain statement of the matters asserted. If the presiding officer is unable to state the matters in detail at the time the notice is served, the initial notice may be limited to a statement of the issues involved. Thereafter, the presiding officer may require the parties to furnish a more definite and detailed statement through required pleadings or otherwise;
- e. Identification of all parties including the name, address and telephone number of the person who will act as advocate for the UST board, the administrator, or the state and of parties' counsel where known;
- f. Reference to the procedural rules governing conduct of the contested case proceeding; and
- g. Reference to procedural rules governing informal settlement.