

282—11.7(17A,256) Notice of hearing.

11.7(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.

11.7(2) *Contents.* The notice of hearing shall contain the following information:

- a.* A statement of the time, date, place, and nature of the hearing;
 - 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 matter asserted;
 - e.* Identification of all parties including the name, address and telephone numbers of counsel representing each of the parties where known;
 - f.* Reference to the procedural rules governing conduct of the contested case proceeding;
 - g.* Identification of the presiding officer, if known. If not known, a description of who will serve as presiding officer; and
 - h.* Notification of the time period in which a party may request, pursuant to Iowa Code section 17A.11 and rule 282—11.8(17A,256), that the presiding officer be an administrative law judge.
- [ARC 0606C, IAB 2/20/13, effective 3/27/13]