

**481—11.3 (17A,724) Notice of hearing.** The division shall prepare and serve the notice of hearing.

**11.3(1)** The notice of hearing shall contain the following information:

- a.* A statement of the time, 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 agency decision on appeal;
- d.* Identification of the parties;
- e.* Reference to the procedural rules governing the contested case proceeding;
- f.* Identification of the administrative law judge, including the judge's address and telephone number; and
- g.* Notification that failure to appear and participate in the contested case proceeding may result in the entry of a default judgment.

**11.3(2)** Service of the notice of hearing shall be accomplished by first-class mail.

[ARC 9299B, IAB 12/29/10, effective 1/1/11; ARC 9400B, IAB 3/9/11, effective 4/13/11]