

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, which can occur at any time;
- 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 0190D, IAB 4/1/26, effective 5/6/26]