**Section 730.140 Initiating an Administrative Hearing**

a) An Administrative Hearing is initiated by a Party serving a Petition for Hearing on the Treasurer, or by the Treasurer serving a Notice of Hearing on a Party. In either case, the service must be made within the required period of time specifically set forth in the Act.

b) The Petition for Hearing/Notice of Hearing must be in writing and signed by the Complainant.

c) The Petition for Hearing must contain the following information:

1) The name of the Parties involved;

2) The subject matter of the Administrative Hearing;

3) The date; and

4) A list of the Treasurer's findings and/or decisions that are being challenged, and the specific reasons why the Complainant asserts that the Treasurer's findings and/or decisions are incorrect.

d) The Notice of Hearing must contain all information set forth in Section 730.190.

e) The Petition for Hearing must be personally delivered, or mailed via certified mail, return receipt requested, with Proof of Service attached, to:

Illinois State Treasurer

Office of the General Counsel

219 State House

Springfield IL 62706

f) The Notice of Hearing by the Treasurer must be personally delivered, or mailed via certified mail, return receipt requested, with Proof of Service attached, to the Party's last known address.