**Section 454.140 Service**

a) Each order, notice, or other document required to be served under these Rules shall be served personally or by first class, registered or certified mail, except as otherwise provided.

b) Service upon a person's duly authorized representative constitutes service upon that person.

c) Service by registered or certified mail is complete upon mailing. An official United States Postal Service receipt for registered or certified mail constitutes prima facie evidence of service.

d) One copy of each order, notice or other document must be served on each party. Service on any party shall be by the same means employed in serving all other parties.

(Source: Amended at 5 Ill. Reg. 12989, effective November 16, 1981)