**Section 1001.80 Motions**

a) Form of Motions. All motions shall be made in writing and shall set forth the relief or order sought and shall be filed with the Department at the earliest time to be considered by the hearing officer. Motions may be hand delivered or sent by regular mail, by courier, or by facsimile transmission, must be sent to the hearing location designated in the notice of hearing, and are considered received on the date that they are file-stamped by Department personnel. Motions based on matter that does not appear of record shall be supported by affidavit. Motions may be presented by a party to obtain appropriate relief, such as to dismiss the proceedings, to add necessary parties, or to extend time for compliance of an order.

b) Motions to Correct or Reconsider. The Department will not consider motions to correct a material misstatement of fact or to reconsider a decision made or Order entered in a formal hearing. The proper avenue of relief is to file a complaint under the Administrative Review Law. The petitioner may also file another petition for driving relief pursuant to Section 1001.450.

(Source: Amended at 40 Ill. Reg. 834, effective December 31, 2015)