**Section 1001.750 Notice of Protest**

a) A Notice of Protest from a complainant must be in writing and contain at a minimum the following information:

1) Name, address, and dealer license number of the complainant;

2) Name and address of the respondent;

3) Name and address of any other dealer/franchise involved;

4) The Sections of the Act allegedly violated;

5) A brief description of the facts supporting the complainant's position;

6) A copy of any documents received from the respondent and any documents sent by the complainant to the respondent or other dealer/franchise involved in the protest;

7) The date notified in writing by the manufacturer of the proposed action; and

8) The date of the most recent franchise or service agreement between the dealer and the manufacturer.

b) In determining if the notice has been timely filed, the postmark shall control if mailed; if hand delivered, the date of delivery as evidenced by a Secretary receipt stamp mark; if faxed, the date of the fax.

c) At the time of filing, the complainant must submit one original and four copies of the Notice of Protest in any one of the following ways: mailed or delivered to the Illinois Secretary of State, Room 200, Howlett Building, Springfield, Illinois, 62756; mailed or delivered to the Illinois Secretary of State, Room 1200, 17 N. State, Chicago, Illinois, 60602; or faxed to the Springfield office at (217) 524-1561.

d) Before a hearing will be held on the Notice of Protest, both the complainant and respondent must file an appearance with the hearing officer and provide evidence that the fees prescribed in Section 1001.790 were paid to the Board.

(Source: Amended at 47 Ill. Reg. 10998, effective July 10, 2023)