**Section 1715.630 Initiation of Operating Practices Proceeding**

a) An enforcement proceeding shall be initiated by the issuance of a Complaint that shall set forth the alleged violations of the Law or this Part. The Complaint shall be served on the respondent by certified mail, return receipt requested, at the last address known to the Commission, or by personal service if the respondent is not licensed by the Commission and service by mail cannot be accomplished.

b) The respondent shall have 20 days from the date of service of the Complaint to file a responsive pleading with the Commission. Service shall be made by depositing in the United States mail a postage prepaid envelope addressed to the respondent. Failure to respond within the specified time shall result in the matter being set for hearing. Notice of the time, date and place for the hearing shall be mailed to the respondent.

c) All matters set for hearing as a result of this Section shall be conducted in accordance with 83 Ill. Adm. Code 200.

d) Respondent's failure to appear at a hearing or otherwise respond to a Complaint shall constitute a waiver of the respondent's right to contest the alleged violation or violations. Commission Staff shall present evidence in support of its allegations and the Commission is authorized, without further notice or hearing, to make findings and may order the imposition of any applicable sanction.