**Section 1620.430 Filing Requirements**

a) An original and one copy of all documents shall be filed with the Commission at the Commission's offices. The documents shall be produced on 8½" x 11" white paper by a typing, printing, duplicating or copying process that provides a clear, readable image. If a filing is unreadable, it will be returned as unacceptable for filing. Parties represented by counsel shall send to the Commission an electronic copy of all documents via electronic mail on the same day that the paper documents are filed. Parties not represented by counsel are encouraged to send electronic copies of all filings.

b) Each party who files a document with the Commission shall also send a copy of that document to the other party in the case, or, if represented, to the other party's attorney. Parties shall attach a certificate of service to each document in accordance with Illinois Supreme Court Rule 12.

(Source: Amended at 42 Ill. Reg. 13550, effective June 26, 2018)