**Section 2950.70 Form of Documents**

a) Documents shall clearly show the date and time of the meeting or hearing during which they are to be considered. Appendix A of this Part sets forth an example of the proper format. Documents shall bear a heading which clearly describes the nature of the document, such as, but not limited to, "Scientific Study," "Petition for Consideration," "Public Comment," or "Request for Waiver of Document Form."

b) Documents, excluding exhibits, may be either handwritten or typewritten or reproduced from typewritten copy, and if typewritten shall be double-spaced on white paper measuring 8½" x 11". Reproductions may be made by any process that produces legible black-on-white copies.

c) Exhibits, where possible, shall be reduced to conform to the size requirements of subsection (b). However, one non-conforming copy may be submitted.

d) The requirements of subsections (b) and (c) above and of subsection (g) of Section 2950.60 may be waived by the Task Group upon written request. A request for a waiver of document form shall be presented to the Task Group accompanied by affidavits necessary to verify any factual assertions contained in the request. If the Task Group finds that compliance with the submission requirements would impose an undue burden, the Task Group will grant the request.

e) The original of each document submitted shall be signed by the party or by its authorized representative. All documents shall bear the home or business address and telephone number of the party submitting the document. Any document that does not conform to this subsection will not be accepted for submission.

f) Except as otherwise provided by Sections 1 through 4 of "AN ACT in relation to the reproduction of public records on film and the destruction of records so reproduced" [5 ILCS 170/1 *et seq.*], or by leave of the Task Group, documents on microfiche are not acceptable for submission.

(Source: Added at 18 Ill. Reg. 8684, effective May 25, 1994)