**Section 1700.90 Form of Papers**

a) All papers filed in any proceeding shall be typewritten on 8½ x 11" white paper using one side only, shall have margins no less than one inch on each side, shall be in a typeface no smaller than 11-point type, shall be double spaced (except that quotations and footnotes may be single spaced), and no more than 15 pages. Nonconforming papers may, at the Director's or Administrative Law Judge's discretion, be rejected. The filing shall bear a caption clearly indicating the title of the proceeding in connection with which they are filed together with the hearing or docket number.

b) All papers shall be signed by the party or the party's authorized representative or attorney and shall contain the party's mailing address, telephone number and email address. No fewer than an original and two copies of all papers shall be filed with the Administrative Law Judge's Clerk and a copy mailed or emailed to the Secretary at Lot.LCBSecretary@illinois.gov. When filing by email, signed scanned documents in PDF format should be used.

(Source: Amended at 47 Ill. Reg. 13886, effective September 18, 2023)