**Section 1232.180 Filing**

a) Documents and motions permitted or required to be filed with ISP in connection with a hearing or response to a subpoena issued by ISP shall be addressed to and mailed to, or filed in person with, the Illinois State Police, 801 South Seventh Street, Springfield IL 62703, in duplicate or as otherwise directed by a hearing officer if one has been appointed by the Director. The offices of ISP are open for filing from 8:30 a.m. to 5:00 p.m., Monday through Friday, except on National and State legal holidays.

b) By agreement of the parties or by order of the hearing officer, filing of these documents may also be accomplished by email to ISP and opposing party (or opposing party's counsel). Any filings by email must be in PDF format and received by the recipient no later than 5:00 p.m. on the date filing is due.