**Section 125.20 Documents Pertaining to Hearings**

a) All documents, including but not limited to complaints, notices and motions, permitted or required to be filed with the Board in connection with any proceeding before the Board shall be filed with the Division of Campaign Disclosure. That Division shall forward all filings to the office of the General Counsel within one business day.

b) All documents permitted or required to be filed with the Division of Campaign Disclosure may be filed:

1) by personal delivery to the Board's principal office located in Springfield, Illinois or the Board's permanent branch office located in Chicago, Illinois;

2) by mail, postage prepaid with the United States Postal Service, addressed to the Division of Campaign Disclosure at the Board's principal office or permanent branch office in Chicago; or

3) by e-mail or facsimile transmission, if agreed to by all parties.

c) All documents filed by mail shall be deemed filed as of the date and time the documents are actually received by the Division of Campaign Disclosure. If that office customarily and regularly utilizes a time-date stamp for the recording of the receipt of documents, the time and date stamp impression affixed to any filed document shall be prima facie evidence that the document was filed on the date and at the time shown by the stamp.

(Source: Amended at 47 Ill. Reg. 5503, effective March 30, 2023)