**Section 125.30 Form of Documents**

a) All documents filed with the Division of Campaign Disclosure shall be stamped or printed with the docket number and the title of the proceeding in connection with which they are filed. Upon the filing of a complaint, the Division of Campaign Disclosure shall assign a docket number to the complaint and proceeding, and all documents thereafter filed pertaining to that particular complaint or proceeding shall include the docket number first assigned. All paper submission must be on plain white paper.

b) Each document shall be signed by the party filing or by the party's authorized representative or attorney. The first document filed by a party in any proceeding shall bear the address and telephone number of the party or of the party's attorney or representative and the designation of the address shall be deemed to be consent by the filing party to have a copy of all documents filed or to be filed later served upon the party at the designated address. Providing an e-mail address is not required but is strongly preferred. Service by e-mail is permitted only with express consent of all parties.

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