**Section 176.530 Service of Papers and Computation of Time**

a) Persons filing papers with OSFM shall simultaneously serve copies on all parties to the proceeding.

b) If agreed between the parties, parties may serve copies of any filing on each other via email. Email service on the hearing officer is not permitted.

c) Papers required to be filed with OSFM shall be accompanied by proof of service upon all those required to be served.

d) All papers required to be filed with OSFM must be filed at its principal office at 1035 Stevenson Drive, Springfield, Illinois 62703, during business hours, or mailed to its principal office prior to the applicable deadline.

e) If the deadline for a filing falls on a holiday, Saturday or Sunday, the deadline for filing will automatically be extended to the next business day.