**Section 9020.10 Docketing and Numbering of Cases**

a) All cases brought before the Illinois Workers' Compensation Commission (Commission) shall be docketed, time-stamped and given a letter, a number and the year of filing. All subsequent pleadings or correspondence should refer to this letter and number.

b) All documents filed with the Commission, including, but not limited to, Applications for Adjustment of Claim, Attorneys' Appearances, Motions and Petitions for Review, shall be served on all parties and shall have a certificate of service setting forth the time and manner of that service. A copy of all written communication addressed to the Commission with respect to a pending matter shall be sent to all parties at the time it is sent to the Commission; all such correspondence shall list the parties to whom copies have been sent. Any documents or written communication not submitted in compliance with this subsection constitutes an ex parte communication and therefore will be disregarded.

c) Upon presentation of paper documents at the Commission Office, the Commission will file and time stamp all documents presented for filing Monday through Friday, 8:30 a.m. to 5:00 p.m., except legal holidays. Electronically filed documents shall be filed in accordance with 50 Ill. Adm. Code 9015.30.

(Source: Amended at 40 Ill. Reg. 15709, effective November 9, 2016)