**Section 100.190 Service of Papers**

a) Persons filing papers with the Board shall simultaneously serve copies on all parties to the proceeding in any manner authorized by the Civil Practice Law. (Ill. Rev. Stat. 1981, ch. 110, pars. 2-101 et. seq.)

b) Papers required to be officially filed with the Board shall be accompanied by proof of service upon all those required to be served, in compliance with the Civil Practice Law.

c) All papers officially required to be filed with the Board must be filed with the Board's principal office at 620 E. Adams, Springfield, Illinois 62701 during business hours, or at such other location as the Board may designate.

d) In all instances where papers are filed with the Board, there shall be ten copies furnished, except where such requirement would unreasonably burden the party filing.

e) All papers served or filed shall be 8½" x 11", except where such a requirement would unreasonably burden the party filing.