**Section 1110.50 Form and Filing of Documents**

a) All documents filed or submitted to the Division in a contested case shall be typewritten on 8½- by 11-inch white paper. The first page of each document shall set forth the names of the parties and the docket number assigned to the case by the Division. Petitions for Hearing that are filed before a docket number is assigned shall contain a space for entry of the assigned number. (See the Appendices.)

b) All Notices, Complaints, Answers, Petitions, motions, responses, replies and other papers in the nature of a pleading shall be filed with and date stamped by the Clerk of the Court. A copy of any motion, response, reply, or similar document shall also be provided to the opposing party and/or the opposing party's counsel of record or the assigned Division counsel, as applicable.

(Source: Amended at 43 Ill. Reg. 9969, effective September 13, 2019)