**Section 200.100 Contents of Pleadings and Documents**

All pleadings and documents in proceedings before the Commission to which a docket number has been assigned shall display the docket number. Pleadings initiating a new proceeding shall leave a space for the docket number. All pleadings shall also include the following information

a) The full name, address, telephone number, and, unless the party has no facsimile number or e-mail address either directly or through its attorney, facsimile number and e-mail address of the person or the representative of the person filing the pleadings. A party, in its first pleading in a proceeding, shall state whether it agrees to accept service by electronic means as provided for in Section 200.1050. A party later may agree, or may revoke its agreement, to accept electronic service, provided that the party shall file and serve a notice of the later agreement or revocation.

b) A plain and concise statement of any facts upon which the pleadings are based.

c) The specific relief sought, which may be in the alternative, including the statutory authority or rule and regulation upon which such relief is sought.

d) If an attorney licensed in another state, territory or commonwealth of the United States, in the District of Columbia, or in a foreign country files a pleading initiating a new proceeding, the pleading shall be accompanied by the statement described in Supreme Court Rule 707(d).

(Source: Amended at 38 Ill. Reg. 22706, effective November 21, 2014)