**Section 475.20 Filing and Form of Documents**

a) Documents and requests permitted or required to be filed with the ISBE or the State Superintendent of Education pursuant to this Part shall be addressed and mailed or personally delivered in duplicate to the State Superintendent of Education, 100 North First Street, Springfield, Illinois 62777, unless another address or an alternative means of filing (such as electronic transmission or submission of facsimile copies) is designated in the notice of hearing. The office of the State Board of Education is open for filing of documents from 8:00 a.m. to 5:00 p.m., Monday through Friday, except on federal and State legal holidays.

b) Documents and requests permitted or required to be filed with the STCB in connection with an evidentiary hearing shall be directed to the Secretary of the STCB in the same manner specified under subsection (a) of this Section.

c) Documents shall clearly show the title of the proceedings in connection with which they are filed.

d) Except as otherwise provided, a copy of all documents including notices, motions, and petitions, shall be simultaneously filed with the designated hearing officer and the General Counsel to the ISBE (General Counsel) at 100 North First Street, Springfield, Illinois 62777.

e) Documents shall be presented in letter-quality print on one side only of letter-sized paper, and one copy of each document filed shall be signed by the party or by the party's authorized representative.

f) Computation of any period of time prescribed by this Part or any other applicable requirement shall begin with the first business day following the date of filing of the document with the State Superintendent of Education and shall run until the end of the last day, or the next following business day if the last day is a Saturday, Sunday or legal holiday. Notice requirements shall be construed to mean notice received, but proof that notice was sent by certified or registered mail at least four days prior to the prescribed date shall be prima facie proof that notice was timely received.

(Source: Amended at 29 Ill. Reg. 10146, effective June 30, 2005)