**Section 475.20 Filing and Form of Documents**

a) Documents and requests permitted or required to be filed with the SEPLB or hearing officer appointed by the SEPLB in connection with a hearing pursuant to this Subpart A shall be addressed and mailed or personally delivered to the Secretary of the SEPLB, 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 any order of the SEPLB or hearing officer appointed by the SEPLB. The office of the SEPLB 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. Except as otherwise provided, a copy of all documents, including notices, motions, and petitions, shall be simultaneously filed with the designated hearing officer, if any, and the General Counsel to the ISBE (General Counsel) at 100 North First Street, Springfield, Illinois 62777 and to litigation counsel for the State Superintendent.

b) Documents shall clearly state a title for the proceedings in connection with which they are filed. 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.

c) Computation of any period of time prescribed by this Subpart A or any other applicable requirement shall begin with the first ISBE business day following the date of filing of the document with the Secretary of the SEPLB and shall run until the end of the last day, or the next following ISBE business day if the last day is a Saturday, Sunday or legal holiday. The date of filing for any notice referenced in this Subpart A shall be determined in accordance with Section 1.25 of the Statute on Statutes [5 ILCS 70/1.25].