**Section 100.50 Form and Filing of Documents**

a) All documents filed or submitted to the Department in connection with a Hearing shall be typewritten on 8½ by 11-inch white paper or an electronic equivalent. The first page of each document shall set forth the names of the Parties and the docket number assigned to the case by the Department. Petitions for Hearing that are filed before a docket number is assigned shall contain a space for entry of the assigned number.

b) All petitions, notices, answers, motions, responses, replies and other papers in the nature of a pleading shall be filed with and date stamped by the Recordkeeper. A copy of any motion, response, reply, or similar document shall also be provided to the all other Parties and/or all other Parties' counsel of record or the assigned Department counsel, as applicable.