**Section 500.430 Form of Documents**

a) All documents shall clearly show the title of the proceedings in connection with which they are filed.

b) Three (3) copies of all documents including notices, motions and petitions, shall be filed with either the Board or Hearing Officer, as specified.

c) All documents shall be typewritten or reproduced from typewritten copy on 8 1/2 x 11 inch white paper.

d) One (1) of the three (3) copies of each document filed shall be signed by the party or by the party's authorized representative or attorney and shall contain the name, address and telephone number of the individual(s) signing the documents.

e) All documents required to be filed with the Hearing Officer shall be sent by certified mail, return receipt requested, to the Hearing Officer.