**Section 2402.40 Filing**

a) Documents and requests permitted or required to be filed with the Department in connection with a hearing shall be addressed to and mailed to or filed in person with the Department of Insurance, 320 W. Washington Street, Springfield IL 62767, or 122 S. Michigan Ave., 19th Floor, Chicago IL 60603, in duplicate. The offices of the Department are open for filing, inspection and copying of public documents from 8:30 a.m. to 5:00 p.m., Monday through Friday, except on National and State legal holidays.

b) By agreement of the parties or by order of the hearing officer, filing of these documents may also be accomplished by email or facsimile to the office of the Department and opposing party (or opposing party's counsel). Any filings by email or facsimile must be received by the recipient no later than 5:00 p.m. on the date filing is due.

(Source: Amended at 38 Ill. Reg. 19943, effective September 30, 2014)