**Section 7020.10 Docketing and Numbering of Cases**

a) All cases brought before the Illinois Industrial Commission shall be docketed, time-stamped and given a letter and number corresponding to either the Workers' Compensation Act (Ill. Rev. Stat. 1989, ch. 48, pars. 138.1 et seq.) or Occupational Diseases Act (Ill. Rev. Stat. 1989, ch. 48, pars. 172.36 et seq.) under which benefits are claimed and the year of filing. All subsequent pleadings or correspondence should refer to this letter and number.

b) All documents filed with the Industrial Commission including, but not limited to, Applications for Adjustment of Claim, Attorneys' Appearances, Motions and Petitions for Review, shall be served on all parties and shall have a certificate of service setting forth the time and manner of such service. A copy of all correspondence addressed to the Commission with respect to a pending matter shall be sent to all parties at the time it is sent to the Commission; all such correspondence shall list the parties to whom copies have been sent.

c) The Industrial Commission shall file and time stamp all documents presented for filing Monday through Friday 8:30 a.m. to 5:00 p.m., except legal holidays.

(Source: Amended at 15 Ill. Reg. 8221, effective May 17, 1991)