**Section 9015.30 Filing**

a) The e-filing provider is an agent of the Commission for purpose of e-filing and receipt of electronic documents. Upon submission of the e-filed document, the e-filing provider will e-mail the registered user a transaction confirmation that includes the transaction number, a list of the documents submitted, and the date and time of submittal. The transaction number shall serve as proof of submittal.

b) Filings may include pleadings, petitions, motions, proofs of service, exhibits or any other Commission authorized document. Communication between attorneys or attorneys and their clients shall not be filed electronically, unless part of a pleading, petition, motion or a Commission authorized document.

c) A person who files a document electronically shall have the same responsibility as a person filing a document in the conventional manner for ensuring that the document is complete, readable and properly filed.

d) A document shall be considered timely filed if e-filed at any time before midnight on or before the date on which the document is due. If the date required for filing falls on a Saturday, Sunday or holiday, the time for filing shall be the next date that is not a Saturday, Sunday or holiday. A document submitted at or after midnight or on a day that is not a Commission business day (see 50 Ill. Adm. Code 9020.10(c)) shall be considered filed the next Commission business day.

e) The transmission date and time of transfer shall govern the electronic file mark. Each document reviewed and accepted for filing by the Commission will receive an electronic file stamp.

f) If an e-filed document is untimely filed due to a technical failure or a system outage, the registered user may seek appropriate relief from the Commission.

g) Proposed Decisions are to be submitted via e-mail directly to the Arbitrator in Microsoft Word format. For Proposed Decisions, only the proof of service must be e-filed.

h) In any proceeding before the Commission, nothing in the application of the rules of evidence shall be applied in a manner that denies the admissibility of an electronic record or electronic signature. Information in the electronic record will be given due evidentiary weight by the Commission.

i) Any electronic document or record submitted to the Commission will be deemed filed if not rejected by the Commission. The transmission date and time shall govern the electronic file mark.

j) An e-filed document must not contain viruses or malware. The e-filing of a document constitutes a certification by the registered user that the document has been checked for viruses and malware.

k) All filed documents that are required to be maintained and preserved must be kept for one year after the appellate process period has been completed.