**Section 2605.110 Form of Documents**

a) All documents submitted pursuant to an Administrative Hearing shall be typewritten, on 8½ by 11 inch white paper. The first page of each document shall set forth the names of the parties and the Hearing Number assigned to the case by the Department. A Petition for Hearing that is filed before a Hearing Number is assigned shall contain a space for entry of the assigned Hearing Number.

b) All documents submitted to the Department that require verification shall be signed by the party filing them. All other documents submitted by the party shall be signed by the party or its representative. That signature constitutes a representation by the party or its representative that the party or representative has read the documents and that, to the best of the party's or representative's knowledge, information, and belief, the statements made in the documents are true, and are not made for purposes of delay or harassment.

c) All documents submitted to the Department after the Petition for Hearing shall be submitted in duplicate, together with a Proof of Service, unless submitted electronically or other arrangements are agreed to among the parties.

d) Any party submitting or filing a document in the administrative proceedings must also simultaneously send a copy to the opposing party and the Hearing Officer at their designated addresses.

(Source: Amended at 43 Ill. Reg. 4056, effective March 19, 2019)