**Section 100.60 Form of Papers**

a) All papers, exhibits, data, or written statements filed in any proceeding shall be typewritten on white paper using one side of the paper only. They shall bear a caption clearly showing the title of the proceeding in connection with which they are filed together with the hearing or docket number, if such number is assigned.

b) All papers shall be signed by the party or by his authorized representative or attorney and shall contain his address and telephone number. No less than an original and six (6) copies of all papers shall be filed with the Department for transmittal to the Board.