**Section 100.9 Form of Papers**

a) Absent prior leave from the Director or the administrative law judge assigned to a given matter, all documents filed in any proceedings, except exhibits, shall be computer generated, with text being double-spaced and using a 12 point font. All documents' margins shall be set at one (1) inch throughout the document. Long quotations shall be single spaced and indented.

b) All pleadings, written motions, or notices filed in the administrative proceedings shall be dated and signed by the party filing the paper or his or her attorney or representative.

c) Pleadings, written motions, and notices shall contain the docket number for the proceeding (once set), the mailing address and electronic mail address of the party filing the paper, provided that the complainant has an electronic mail address, or, if represented by an attorney or other representative, the name, business address, electronic mail address, and telephone number (including area code) of such attorney or representative.

(Source: Amended at 46 Ill. Reg. 8158, effective May 5, 2022)