**Section 150.685 Service and Form of Papers**

All papers required by this Part to be served shall be delivered personally to the party designated or mailed by United States mail in an envelope properly addressed, with postage pre-paid, to the designated party at the party's last known residence reflected by the Complaint or Petition for Review filed with the Board. Proof of service of any paper may be made by the certification of any person so mailing the paper or delivering the same to the designated party personally, or by filing a return receipt showing that the paper was mailed, by either registered or certified mail, return receipt requested, to a party's address where it was received by a named party. Service on the Director may be made in a similar manner and if by mail, at the Department of State Police, Springfield, Illinois.

a) All papers filed in any proceeding shall be typewritten or printed on only one side of the paper and shall be double-spaced, except that quotations may be single-spaced and indented.

b) All papers, except exhibits, shall be cut or folded so as not to exceed a width of 8½ inches and a length of 11 inches, and shall have an inside margin of not less than 1 inch wide.

c) The original of all pleadings shall be filed with the Board and shall be signed in ink by the party filing the paper, or by an attorney for the party. A party must serve a copy of every pleading that the party files with the Board on all other parties to the proceeding, and written proof of such service shall be filed in the proceeding with the Board.

d) All pleadings filed shall contain the address of the party filing the paper, or if the party is represented by an attorney, the pleading shall contain the name, address and telephone number of the attorney.

(Source: Amended at 8 Ill. Reg. 7894, effective May 23, 1984)