**Section 200.1040 Submission of Electronic Documents**

a) Persons filing electronic documents shall receive a receipt with an identification number that shall be sent electronically. Documents that are required to be verified, that have an affidavit, or that are certified in the manner provided by Section 1-109 of the Code of Civil Procedure must include the scanned verification, affidavit or certification pages in the filed electronic document in Adobe Acrobat PDF. Otherwise, documents that are required to be verified, that have an affidavit, or that are certified in the manner provided by Section 1-109 of the Code of Civil Procedure shall be deemed to be officially filed or received only when the person submitting the electronic document submits to the Commission the original verification, affidavit or certification pages accompanied by a printed copy of the electronic receipt for that document.

b) The filing of an electronic document is effective upon acceptance of the complete document, and, if applicable, any required original paper verification, affidavit or certification pages, by the Chief Clerk of the Commission in one of the formats specified in Section 200.1010(a). Any required verification, affidavit or certification pages, whether they be in an electronic format or a paper version, must be received and accepted by the Chief Clerk for purposes of meeting filing deadlines, unless otherwise specified by the Commission or the Hearing Examiner.

(Source: Amended at 43 Ill. Reg. 7217, effective June 17, 2019)