**Section 202.120 Contents of Documents**

a) All documents submitted in arbitration proceedings shall display the docket number of the proceeding. Documents initiating a new arbitration proceeding shall leave a space for the docket number. All documents shall also include the full name, address, telephone number, and, unless the party has no facsimile number or e-mail address, either directly or through its attorney, facsimile number and e-mail address of the person or the representative of the person filing the document. A party, in its first pleading in an arbitration proceeding, shall state whether it agrees to accept service by electronic means as provided for in Subpart G of this Part. A party later may agree, or may revoke its agreement, to accept electronic service, provided that the party shall file and serve a notice of the later agreement or revocation.

b) The original of every document filed shall be signed by the party filing the same or by an officer or agent. The factual assertions contained in all documents shall be verified by the filing party before a notary public or other officer authorized to administer oaths.