**Section 255.30 Concerning Composition and Filing**

a) Schedules not to be in handwriting.

All schedules must be clearly printed, mimeographed or typewritten on paper of good quality. Alterations in writing or erasures must not be made in schedules before filing.

b) Form and size of schedules.

All schedules must be in book, sheet or pamphlet form, and of size 8½ x 11 inches. Loose-leaf plan may be used so that changes can be made by reprinting and inserting a single leaf. If the public utility has but a few rates, the schedule may consist of a single page.

c) Numbering of schedules.

The first schedule filed by each public utility for any class of service shall be designated with the prefix, "Ill. C. C. No. 1", and thereafter as other schedules are filed to replace such schedules they shall be designated with the next higher number in consecutive numerical order. Pages within a schedule shall be numbered in consecutive order. Subsequent additional pages inserted between existing pages of the schedule shall be numbered in accordance with decimal place notations.

d) The title sheet of every schedule shall show:

1) Name of Issuing Company.

2) Ill. C. C. number of the schedule in upper right-hand corner and, immediately thereunder, the schedule number or numbers cancelled thereby.

3) Class of service, whether cooling, electric, gas, heating, sewer, telephone, telegraph or water.

e) Other sheets of schedule shall show:

1) Name of Issuing Company.

2) Ill. C. C. number in the right-hand corner of the sheet and, immediately thereunder, the original sheet number in case it is an original sheet. In cases where changes are made by filing revised sheets to schedules on file, the schedule number, revised sheet number and original or revised sheet number cancelled shall be shown.

3) Class of service, whether cooling, electric, gas, heating, sewer, telephone, telegraph or water.

4) The city or territory to which the sheet applies unless this information is set forth elsewhere in the schedule.

5) The rates and other charges explicitly stated in cents, including fractions thereof where applicable, or dollars and cents for each class of service rendered.

6) Date on which the sheet is formally filed with the Commission and the date on which it is proposed that the sheet will become effective.

7) Name, title and address of officer by whom sheet is issued.

f) Rules and regulations of public utilities.

 Each schedule shall contain, or incorporate by reference if they already are on file, the rules which govern the schedule with the title of each rule shown in bold type.

g) Schedules for each class of service.

 Separate schedules shall be filed for cooling, electric, gas, heating, sewer, telephone, telegraph or water services.

h) Changes in schedules.

 Changes in a schedule may be made by filing an entire new schedule or by filing additional original sheets or revised sheets which shall refer in the manner provided in Section 255.30(e)(2), to the corresponding sheets of the schedule on file and state whether the new filing is an additional original sheet or a revised sheet. The proposed change shall be indicated on the additional original sheet or on the revised sheet, as the case may be, by an asterisk immediately preceding the item, or by underscoring the item or by some other method of symbols, with an explanation in the schedule of the symbols used. Where the new filing eliminates a rate, rule or regulation, it shall so show.

i) Schedules or sheets to be filed on 45 days' notice.

 Except as hereinafter provided, no schedule or sheets to effect a change in any schedule will be accepted for filing unless it is delivered to the Commission on a date at least 45 days before the change or changes are to become effective. If a schedule or sheet reaches the office of the Commission on a Sunday or a holiday it will be considered as having been received on the following business day.

j) Permission for less than 45 days' notice.

 On every schedule and on every additional original sheet or revised sheet permitted by order of the Commission to become effective on less than 45 days notice, there shall appear a notation to the effect that such schedule or such sheet is permitted to become effective on less than 45 days notice under order of or by authority of the Commission, and making reference to said order or authorization by its specific order number and date of issue. The request by a public utility for special permission should be in the form of a petition, in triplicate, addressed to the Commission and should contain information substantially as outlined in Exhibit B.

k) Address for schedules.

Schedules and changes therein sent for filing should be addressed:

Illinois Commerce Commission

Chief Clerk

527 East Capitol Avenue

Springfield, Illinois 62706

l) Letter of transmittal.

1) All schedules and all additional original or revised sheets of schedules filed with the Commission shall be accompanied by a letter of transmittal on paper 8½ x 11 inches in size, and shall include information as called for in Exhibit C and such other information as is considered appropriate to explain the nature, effect and purpose of the schedule, or additional original or revised sheets submitted for filing.

2) A statement shall either be incorporated in the letter of transmittal or attached as a separate sheet, explaining the nature, purpose and reasons for proposing the schedule, and insofar as the following matters may be applicable and feasible in each instance, showing in detail the changes in rates, tolls or other charges or rules and regulations contained in the new schedule as compared with the rates, tolls or other charges or rules and regulations in effect at the time of filing such schedules, the approximate number of customers affected, and the estimated increase or decrease in revenue resulting from each such change in rates, rules or regulations.

3) A separate letter may accompany each schedule or additional original or revised sheet, or Exhibit C may be modified to provide for filing under one letter as many schedules or sheets as convenient.

4) If receipted copies of any of the filed documents are desired, include an additional copy of the documents to be receipted, along with a receipt seeking such receipt. Said documents will be date stamped and returned.

(Source: Amended at 9 Ill. Reg. 11807, effective July 25, 1985)