**Section 761.130 Contents of Documents**

a) All documents submitted in arbitration proceedings before the Commission 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 Section 761.1050. 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 with the Commission 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. The verification shall be in form and substance as follows:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| I, |  | | | do on oath depose and state that the facts | | | | | |
| contained in the foregoing document are true and correct to the best of my knowledge and belief. | | | | | | | | | |
|  | | | | | | | |  | |
| SIGNATURE OF PERSON VERIFYING DOCUMENT | | | | | | | | | |
| SIGNED AND SWORN TO BEFORE ME THIS | | | | | | |  | | DAY OF |
|  | | , | (year) | | . | | | | |
|  | | | | | |  | | | |
| NOTARY PUBLIC | | | | | |  | | | |

(Source: Amended at 24 Ill. Reg. 15958, effective October 15, 2000)