**Section 3730.104 Form of Documents**

a) Documents shall clearly show the file or docket number and title of the proceeding in connection with which they are filed, and shall be clearly designated to indicate the nature of the relief sought, inter alia, "application for allocation permit", "complaint", "petition for modification", "petition for emergency allocation" or "motion".

b) Except as otherwise provided, four copies of all documents, including application, complaints, motions, petitions, and petitions for review, shall be filed with the Hearing Officer. Only two copies of any discovery motion, interrogatories, answers to interrogatories, or subpoena filed with or by the Hearing Officer need to be filed with the Hearing Officer.

c) Documents shall be prepared on unglazed white paper of greater than 12 pound weight and measuring 8½" x 11". All documents shall be fastened on the left side or in the upper left hand corner. The left margin of each page shall be at least 1½ inches and the right margin at least one inch.

d) One copy of each document will be signed by the applicant or party or by his or her authorized representative or attorney.

e) Documents shall contain the name, address and phone number of the applicant or party filing or his or her authorized representative or attorney.

(Source: Amended at 38 Ill. Reg. 22801, effective November 18, 2014)