**Section 210.40 Service of Papers**

a) Persons filing papers with the Office shall simultaneously serve copies on all parties to the proceeding in any manner authorized by the Code of Civil Procedure (Ill. Rev. Stat. 1985, ch. 110, par. 1-101 et seq.).

b) Papers required to be filed with the Office shall be accompanied by proof of service upon all those required to be served.

c) All papers required to be filed with the Office must be filed at its principal office at 3150 Executive Park Drive, Springfield, Illinois 62703, during business hours.