**Section 730.150 Form of Documents**

a) All documents submitted pursuant to an Administrative Hearing shall be typewritten, on 8½ by 11 inch white paper. The first page of each document shall set forth the names of the Parties and the Hearing number assigned to the case by the Treasurer. A Petition for Hearing that is filed before a Hearing number is assigned shall contain a space for entry of the assigned Hearing number.

b) All documents submitted to the Treasurer that require verification shall be signed by the Party filing them. All other documents submitted by the Party shall be signed by the Party or his or her representative. That signature constitutes a representation by the Party or the representative that the Party or representative has read the documents and that, to the best of the Party's or representative's knowledge, information and belief, the statements made in the documents are true and are not made for purpose of delay or harassment.

c) All documents submitted to the Treasurer after the Petition for Hearing shall be submitted in duplicate, together with a Proof of Service, unless other arrangements are agreed to between the Parties. Any Party submitting or filing a document in the administrative proceedings must also simultaneously send a copy to the opposing Party and the Hearing Officer at their designated addresses.

d) Except as provided in Section 730.140, documents may be sent by telefax or e-mail attachment if the receiving Party or his or her representative agrees. When a telefax or an unsigned e-mail communication is used, a hard copy shall also be sent by regular mail. The failure to send or receive a hard copy shall not negate or render invalid the contents of the original communication. The date the telefax or e-mail attachment is sent shall be deemed the date notice is given.