

practitioner who is not duly qualified under §1103.2 or §1103.3 of these rules. No person who is not duly admitted to practice should be held out in a way which will give the impression that he is so admitted. No false or assumed or trade name should be used to disguise the practitioner or his partnership or professional corporation.

PART 1104—FILING WITH THE BOARD—COPIES—VERIFICATION—SERVICE—PLEADINGS, GENERALLY

- Sec.
 1104.1 Address and identification.
 1104.2 Typographical specification generally.
 1104.3 Copies.
 1104.4 Attestation and verification.
 1104.5 Affirmation or delegations under penalty of perjury in accordance with 18 U.S.C. 1621 in lieu of oath.
 1104.6 Timely filing required.
 1104.7 Computation and extension of time.
 1104.8 Objectionable matter.
 1104.9 [Reserved]
 1104.10 Rejection of a deficient document.
 1104.11 Amendments.
 1104.12 Service of pleadings and papers.
 1104.13 Replies and motions.
 1104.14 Protective orders to maintain confidentiality.
 1104.15 Certification of eligibility for Federal benefits under 21 U.S.C. 853a.

AUTHORITY: 5 U.S.C. 559; 21 U.S.C. 853a; 49 U.S.C. 721.

SOURCE: 47 FR 49554, Nov. 1, 1982, unless otherwise noted.

§1104.1 Address and identification.

(a) Except as provided in §1115.7, pleadings should be addressed to the "Secretary, Surface Transportation Board, Washington, DC 20423," and should designate the docket number and title of the proceeding, if known.

(b) The address of the person filing the pleading should be included on the first page of the pleading.

(c) All envelopes in which a pleading is being submitted should be marked in the lower left hand corner with the docket number, if known, (not the full title) and the pleading type.

(d) All multi-volume pleadings must be sequentially numbered on the cover of each volume to indicate the volume number of the pleading and the total number of volumes filed (e.g., the first volume in a 4-volume set should be la-

beled "volume 1 of 4," the second volume "volume 2 of 4" and so forth).

[47 FR 49554, Nov. 1, 1982, as amended at 48 FR 34475, July 29, 1983; 53 FR 20854, June 7, 1988; 61 FR 52711, Oct. 8, 1996]

§1104.2 Typographical specification generally.

Requirements. All pleadings should:

(a) Be on opaque, unglazed, durable paper not exceeding 8½ by 11 inches. Printing may appear on both sides of a page.

(b) Be doubled-spaced except long quotations which must be singled-spaced and indented.

(c) Be reproduced by printing, or by any other process that results in clear and permanently legible copies. Any print that cannot be reproduced by photography is not acceptable.

§1104.3 Copies.

(a) The original and 10 copies of every pleading document or paper permitted or required to be filed under this subchapter must be furnished for the use of the Board, unless otherwise specifically directed by another Board regulation or notice in an individual proceeding. In addition to the paper copies required to be filed with the Board, 3 copies of:

(1) Textual submissions of 20 or more pages; and

(2) All electronic spreadsheets should be submitted on 3.5 inch, IBM compatible formatted diskettes or QIC-80 tapes. Textual materials must be in WordPerfect 5.1 format, and electronic spreadsheets must be in LOTUS 1-2-3 release 5 or earlier format. One copy of each such computer diskette or tape submitted to the Board should, if possible, be provided to any other party requesting a copy.

(b) The original and 10 copies of all correspondence relating to a formal proceeding before the Board must be furnished for the Board's use, unless otherwise specifically directed by another Board regulation or notice in an individual proceeding.

[47 FR 49554, Nov. 1, 1982, as amended at 48 FR 34475, July 29, 1983; 53 FR 19301, May 27, 1988; 61 FR 52711, Oct. 8, 1996; 61 FR 58491, Nov. 15, 1996]