**Section 1.42 Conferences**

a) The respondent or the respondent's attorney may request verbally or in writing a conference with the Department and its administrative law judge at any time prior to or during the course of a hearing. The administrative law judge shall direct the parties or their attorneys to appear at a specific time and place for a conference when it appears that one or more of the following may be accomplished:

1) the simplification of issues;

2) the necessity or desirability of amending the pleadings for the purposes of clarification, amplification or limitation;

3) the possibility of making admissions of certain facts or stipulations concerning the use of either or both parties of matters of public record to avoid unnecessary introduction of proof;

4) the limitation of the number of witnesses;

5) the propriety of prior mutual exchange between or among the parties of prepared testimony and exhibits; and

6) such other matters as may aid in the simplification of the evidence and disposition of the proceeding.

b) Action taken at a conference shall be recorded in a memorandum prepared and certified by the administrative law judge.

(Source: Added at 16 Ill. Reg. 15850, effective October 5, 1992)