**Section 1000.4030 Requests for Confidential Supervisory Information**

Pursuant to Section 7-9 of the Act [205 ILCS 105/7-9], a request for confidential supervisory information arising from an adversarial matter, whether by subpoena, order, or other judicial or administrative process, shall be made to the Director. If the request is for a record, the requester must adequately describe the records sought by type and date. Such request shall be accompanied by:

a) a copy of the formal complaint or pleading setting forth the assertions of the adversarial matter;

b) the caption and docket number assigned to the adversarial proceeding;

c) the name, address, and telephone number of designated legal counsel to each party named in the adversarial proceeding;

d) a statement detailing the relevance of the requested confidential supervisory information;

e) a statement detailing a compelling need for the requested confidential supervisory information;

f) a statement describing any prior judicial decisions or pending motions in the case that may bear on the asserted relevance of the requested information; and

g) a statement detailing why the requester believes that the compelling need outweighs the public interest considerations in maintaining confidentiality and why the compelling need outweighs the burden on the Division to produce the requested confidential supervisory information.

(Source: Amended at 30 Ill. Reg. 18990, effective December 1, 2006)