**Section 336.70 Appearance/Authorization to Represent**

a) During the appeal, parties may represent themselves or may be represented by an Authorized Representative.

b) No person shall be allowed to act as an Authorized Representative in any matter before the Administrative Hearings Unit without first filing a written authorization with the Administrative Hearings Unit. The authorization shall be effective only for the particular matter in which it is filed, unless the matter has been consolidated with other proceedings by order of the Chief Administrative Law Judge or the assigned Administrative Law Judge.

c) No particular form is required to file a written authorization for representation. However, all authorizations filed with the Administrative Hearings Unit shall be notarized, signed by the appellant and Authorized Representative, and identify:

1) the name, address, and phone number of the party represented;

2) the name, address, and phone number of the authorized representative; and

3) the appeal in which representation is authorized.

d) An Authorized Representative may exercise the rights of the appellant in the appeal process. These rights include the right to:

1) review and copy material placed in record during the proceeding;

2) receive Department and administrative hearing notices;

3) request and receive discovery materials:

4) speak, or otherwise be heard, on behalf of the appellant in the administrative hearing process;

5) have an interpreter at the Department's expense; and

6) take any other actions permitted an appellant during the appeal process.

(Source: Amended at 24 Ill. Reg. 7660, effective June 1, 2000)