**Section 1900.925 Appearances**

a) All respondents may be represented by an attorney who is licensed to practice in Illinois. All attorneys who appear in a representative capacity on behalf of a respondent must file a written appearance setting forth:

1) The name, address, telephone number, and e-mail address of the attorney;

2) The name and address of the respondent the attorney represents; and

3) An affirmative statement that the attorney is licensed to practice in Illinois.

b) Only individual attorneys may file appearances. Any respondent's attorney who has not filed an appearance may not address the ALJ or sign pleadings.

c) An attorney may only withdraw his appearance upon written notice to the ALJ, the respondent, and the Board.

d) An individual or sole proprietorship may appear on his or her own behalf.

e) A partner may appear on behalf of a partnership.

f) Any other business entity must be represented by an attorney.