**Section 2530.370 Prehearing Conferences**

Upon written notice by the Hearing Officer in any proceeding, parties or their attorneys may be directed to appear at a specific time and place for a conference, prior to or during the course of hearing, for the purpose of formulating issues and considering:

a) the simplification of issues;

b) the necessity or desirability of amending the pleadings for the purpose of clarification, amplification or limitation;

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

d) the limitation of the number of witnesses;

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

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

g) Action taken at the conference shall be recorded in a memorandum prepared and certified by the Hearing Officer.

(Source: Amended at 28 Ill. Reg. 9990, effective July 6, 2004)