**Section 2530.370 Prehearing Conferences**

a) Upon motion of a party and/or upon written notice by the Hearing Officer, the parties or their attorneys may be directed to appear at a specific time and place for a pre-hearing conference, before the hearing, for the purpose of formulating issues and considering:

1) the simplification of issues;

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

3) 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;

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;

6) in hearings or in defaults involving accumulation of points assessed due to violations of the Timber Buyers Licensing Act, mitigation and aggravation factors, if applicable, in determining the appropriate number of points and length of suspension of the Petitioner; and

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

b) At the pre-hearing conference, the Hearing Officer shall set a date for hearing within 60 days unless agree to otherwise or for good cause.

c) Action taken at the pre-hearing conference shall be recorded in an order prepared by the Hearing Officer.

(Source: Amended at 38 Ill. Reg. 17001, effective July 25, 2014)