**Section 100.150 Prehearings**

a) After a case is instituted, upon the written motion of any Party, or on the Administrative Law Judge's own motion, the ALJ may direct the Parties to attend a prehearing.

b) Upon the request of any Party, the prehearing will be conducted as a matter of record. Participation by an ALJ will not affect his or her right to participate in a subsequent Hearing on the matter. The requesting Party shall be responsible for the court reporter's attendance and costs.

c) The purposes of the prehearing include:

1) Simplification of issues;

2) Limitation of issues;

3) Negotiating admissions or stipulations;

4) Limitation of witnesses or evidence;

5) Exchange of exhibits;

6) Discussion of any other matter that may aid in efficient disposition of the case; or

7) Agreed dispositions.

d) The Parties shall be fully prepared to participate in a prehearing, which shall include:

1) Presentation of any prehearing motions;

2) Witness and exhibit lists that list only those witnesses the Party in good faith intends to call;

3) Disclosure of expert witnesses; and

4) Any other materials directed by an ALJ.