**Section 300.1100 Telephone Hearing for a Formal Hearing**

a) Written requests to participate via telephone must be received by the Department's Chicago office, 160 N. LaSalle, C-1300, Chicago IL 60601, no later than seven days prior to the hearing date. The request shall be prominently marked "REQUEST FOR TELEPHONE HEARING" on both the letter and envelope. The request shall be in writing and contain a compelling reason why the party needs to participate by telephone and the name, address and telephone number of the person to be contacted.

b) On its own initiative, the Department may also schedule a matter for telephone hearing without regard to the seven day notice requirement.

c) The Department may consider untimely requests for telephone hearings by the party upon a showing that the delay was occasioned by good cause beyond the party's control. Examples of good cause include the non-receipt or delayed receipt of mail, accident, illness or other circumstances beyond the party's control.

d) A party shall not consider the request granted unless the participant receives notice of the Department's approval prior to the hearing date by telephone or in writing.

e) A party appearing by telephone shall submit to the ALJ and the other party, no less than five days prior to the hearing, any documents the party intends to introduce at the hearing. Any documents previously submitted to a party during the investigation need not be resubmitted. If the ALJ finds that any document was not submitted or received, the ALJ may exercise discretion to proceed or not proceed with the hearing or take other action as the ALJ deems appropriate.

(Source: Amended at 38 Ill. Reg. 18517, effective August 22, 2014)