**Section 5300.710 Prehearing Memorandum**

a) The notice of public hearing issued in conjunction with a Complaint shall be accompanied by a description of the contents to be included in a prehearing memorandum to be completed jointly by the parties. The purpose of the memorandum shall be to ascertain the positions of the parties and to reach agreements on stipulations of fact, admission of documents and other matters that will expedite the hearing and determination of the Complaint. Once the parties have completed the memorandum, the Administrative Law Judge may issue a pre-hearing Order reflecting matters agreed to and rulings as to disputed matters. The Administrative Law Judge may waive the preparation of a prehearing memorandum when a party is not represented by counsel. The Administrative Law Judge may order a prehearing conference, if one is deemed necessary.

b) Should a party fail substantially to comply with the directions set out for the pre-hearing memorandum or fail to appear at a scheduled pre-hearing conference, the Administrative Law Judge, on motion, may file a recommendation of dismissal or default or issue a Final Order disposing of a case proceeding under the alternative hearing procedure or other appropriate Order imposing sanctions as justice may require.

(Source: Amended at 20 Ill. Reg. 7820, effective June 1, 1996)