**Section 310.160 Prehearing Conference**

a) After a case is instituted, upon the written motion of either party, or on his or her own motion, the Comptroller or the hearing officer shall direct the parties to attend a prehearing conference. The prehearing conference may be conducted by telephone at the discretion of the hearing officer.

b) Unless waived by the parties, the conference will be conducted as a matter of record. Participation by the Director, the Comptroller or a hearing officer will not affect his or her rights to participate in a subsequent hearing on the matter.

c) The purposes of the conference include:

1) Simplification of issues;

2) Limitation of issues;

3) Negotiating admissions or stipulations;

4) Limitation of witnesses or evidence;

5) Exchange of exhibits; or

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

(Source: Amended at 42 Ill. Reg. 16010, effective August 1, 2018)