**Section 200.540 Recording Appearances at Hearings**

a) Parties and Staff witnesses shall enter their appearances at the beginning of a hearing by giving their names, addresses, telephone numbers and, unless the party has no facsimile number or e-mail address either directly or through its attorney, any facsimile number and e-mail address, and whom they represent in writing to the reporter who will include the same in the record of hearing. The Hearing Examiner conducting the hearing may, in addition, require appearances to be stated orally. Non-party participants shall be identified in a manner prescribed by the Hearing Examiner.

b) A party, in its appearance, shall state whether it agrees to accept service by electronic means as provided for in Section 200.1050. A party later may agree, or may revoke its agreement, to accept electronic service, provided that the party shall file and serve a notice of the later agreement or revocation.

(Source: Amended at 24 Ill. Reg. 16019, effective October 15, 2000)