**Section 168.210 Appearances and Representation**

a) Any person entitled to participate in hearings may appear as follows:

1) Natural persons may appear on their own behalf or by an attorney admitted to practice in the State of Illinois.

2) A business, non-profit or government organization may appear by any officer, employee or representative or may be represented by an attorney admitted to practice in the State of Illinois.

b) Attorneys admitted to practice in states other than the State of Illinois may appear and be heard by special leave of the Hearing Officer upon the attorney's verbal representations or written documentation as to the attorney's admittance.

c) An attorney appearing in a representative capacity shall file a written notice of appearance together with proof of service on all interested persons, parties or their respective attorneys, and the Agency Hearing Officer.

d) An attorney may withdraw an appearance and/or representation only upon motion. However, attorneys may be substituted without motion upon notice to all parties and the Hearing Officer if the substitution will not delay the proceeding and a statement to the effect is contained in the notice.

e) Interested persons shall file their appearance with the Agency Hearing Officer who shall include their names and addresses on the service list required in Section 168.225(e).