**Section 7020.30 Memorandum of Names and Addresses for Service of Notice and Attorneys' Appearance**

a) Each party, upon instituting or responding to any proceedings before the Commission, shall file with the Commission his address, or the names and addresses of any agent upon whom notices shall be served either personally or by regular mail, addressed to such party or agent at the last address so filed with the Commission.

b) An Appearance, on forms provided by the Commission, shall be filed by any attorney or law firm representing any party in any proceedings before the Commission. No party or insurance carrier may file an Appearance on behalf of an attorney or law firm. No attorney or law firm will be recognized in any case before the Commission unless he or they have duly entered their written Appearance. When an Appearance has been duly filed by a law firm, any attorney member of that firm may appear and be recognized by the Commission. Appearances filed by Petitioner's attorney shall be accompanied by an "Attorney Representation Agreement," on a form prescribed by the Commission, completely filled out and signed by Petitioner and attorney.

c) Once an Appearance has been filed, Leave to Withdraw can only be had upon written order of the Commission or a duly designated Arbitrator thereof following appropriate notice to the client and the opposing side. Substitution of Counsel may be had by filing with the Commission and serving on the opposing party a notification of the substitution, signed by the attorney of record, the substituted attorney and the client.

(Source: Amended at 15 Ill. Reg. 8221, effective May 17, 1991)