**Section 9020.30 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 and timely update with the Commission, his/her address or the names and addresses of any agent upon whom notices shall be served, either personally or by regular mail, addressed to the party or agent at the last address 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. Appearances filed by the Petitioner's attorney shall be accompanied by an Attorney Representation Agreement, on a form prescribed by the Commission, completely filled out and signed by the Petitioner and the attorney. No attorney or law firm will be recognized in any case before the Commission unless the attorney or the attorney's firm has duly entered a written Appearance. A subsequent attorney wishing to appear on an existing claim may file a Motion for Substitution of Counsel or a Motion to Seek Leave to File an Appearance, supported by a properly executed Attorney Representation Agreement and with proper notice to all parties and attorneys of record. 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. No party or insurance carrier may file an Appearance on behalf of an attorney or law firm.

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 of the Commission 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 40 Ill. Reg. 15709, effective November 9, 2016)