**Section 120.220 Appearance**

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

1) A natural person may appear on his or her own behalf or by an attorney at law licensed and registered to practice in the State of Illinois.

2) A corporation may appear through any officer designated or authorized to act on behalf of the corporation, employee, or representative, or by an attorney at law licensed and registered to practice in the State of Illinois.

3) Any other person, including the State of Illinois, its agencies and all political subdivisions, may appear through any officer, employee, or representative, or by an attorney licensed and registered to practice in the State of Illinois.

b) Attorneys not licensed and registered to practice in the State of Illinois may request to appear on a particular matter by filing a motion pro hac vice with the Administrative Law Judge.

c) An attorney appearing in a representative capacity shall file a separate written notice of appearance with the Administrative Law Judge, together with proof of service and notice of filing on all parties. The appearance shall contain the name of the party or parties, the attorney representatives, the attorney's business address, telephone number, fax number and ARDC number if licensed in the State of Illinois.

d) An attorney who has appeared in a representative capacity and who wishes to withdraw from that representation shall file a notice of withdrawal with the Administrative Law Judge, together with proof of service and notice of filing on all parties.

(Source: Amended at 30 Ill. Reg. 10424, effective May 24, 2006)