**Section 300.1060 Formal Hearing Continuances**

Parties shall be prepared to proceed at the hearing. Absent an emergency, all requests for a continuance must be made in writing to the ALJ at least 10 days prior to the scheduled hearing and will be granted only upon a showing of good cause. Copies of all continuance requests shall be served on the other party. Examples of good cause include the non-receipt or delayed receipt of mail or the unavailability of a witness or a party due to accident, illness or other circumstances beyond the party's control. When a hearing has been scheduled and a subsequent conflict arises in a schedule of a party's attorney, such as an appointment with a client, court appearance or comparable matter scheduled for the same time, those factors shall not be considered good cause shown. The Department may also cancel and continue a hearing due to an emergency or the unavailability of an ALJ. If granted, the Department will provide the parties with notice of the continuance of the hearing.

(Source: Amended at 38 Ill. Reg. 18517, effective August 22, 2014)