**Section 2720.215 Format of Hearings**

a) Except as otherwise provided in subsection (b), hearings shall be conducted by telephone.

b) A witness or party may appear in-person, upon the Referee's motion, or upon the request of the witness or party for good cause shown, when the request is received by the Referee prior to the date of the hearing. When a referee schedules an in-person appearance on his or her own motion, the witness or party may appear by telephone, upon the witness' or party's request, when the request is received by the Referee prior to the date of the hearing, unless the witness is required to appear in person pursuant to this subsection. A witness or party shall be required to appear in-person if the Referee finds that an in-person appearance is necessary for the furnishing of interpretive services to a party who is hearing or speech impaired, or due to the volume or complexity of the evidence. If the Referee denies or requires the in-person appearance of a witness or party, the reasons for doing so shall be stated on the record.

c) A party appearing by telephone shall submit to the Referee and any opponent any documents that it intends to introduce at the hearing in time to ensure receipt of the documents before the date of the scheduled hearing. The documents may be submitted to the Referee by mail or fax at the address or fax number listed on the Notice of Hearing. Documents may not be submitted to a Referee by e-mail transmission. Documents submitted to a Referee by e-mail transmission will not be considered. If a party is appearing by telephone in a matter that has been remanded by either the Board of Review or the Circuit Court and the opposing party was represented by an attorney before the body that ordered the matter remanded, copies of those documents must be served on the attorney for the opposing party. If the Referee finds that any document introduced or referenced in the course of the hearing was not received, the Referee shall continue the hearing until that document is received or proceed with the hearing with or without the admission of the document. If the Referee proceeds with the scheduled hearing, the reasons for admitting or not admitting the document shall be stated on the record.

d) This Section shall not apply to appeals of decisions relating to the amount of wages found in a claimant's base period; those cases will be governed by 56 Ill. Adm. Code 2725.200.

(Source: Amended at 43 Ill. Reg. 6385, effective May 14, 2019)