**Section 5300.560 Appearances**

a) Each Complainant and Respondent shall enter a written appearance on the Party's own behalf or by counsel as soon as practicable after issuance of the Complaint, serving copies at the same time on all Parties. An appearance by a Party or counsel with the Department prior to issuance of the Complaint shall constitute an appearance before the Commission, except when:

1) The Complaint is filed by the Complainant pursuant to Section 7A-102(G)(2) of the Act, or

2) The appearance explicitly limits representation to proceedings conducted by the Department.

b) An attorney may not withdraw an appearance for a Party without leave of the Administrative Law Judge, and without reasonable notice of a motion to withdraw given by personal service or by certified mail directed to the Party represented at the Party's last known address.

c) An attorney who is not authorized to practice law in Illinois may be granted leave to appear on behalf of a Party on a pro hac vice basis in the same manner and circumstances as provided in Illinois Supreme Court Rule 707. Ill. S. Ct. R. 707 (2018).

d) The appearance shall include the Party or counsel’s name, address, telephone number, and email address.

(Source: Amended at 46 Ill. Reg. 17343, effective October 5, 2022)