**Section 210.110 Pre-Hearing Conferences**

a) Upon written notice by the Hearing Officer in any proceeding, parties or their attorneys may be requested to appear at a specified time and place for a conference, prior to or during the course of hearings for the purpose of formulating issues and considering:

1) simplification of issues;

2) the necessity or desirability of amending the pleadings for the purpose of clarification, amplification or limitation;

3) the possibility of making admissions of certain averments of facts for stipulations concerning the use by any party of matters of public record to avoid unnecessary introduction of proof;

4) the limitation of witnesses;

5) such other matters as may aid in a simplification of the evidence and disposition of the proceedings.

b) The action taken at the conference shall be recorded in an appropriate ruling, unless the parties enter upon written stipulation as to such matters, or agree to a statement thereof made on the record by the Hearing Officer.