**Section 310.100 Representation**

a) A party may be represented by an attorney who is licensed in Illinois. Attorneys who appear in a representative capacity must file written notice of appearance setting forth:

1) The name, address and telephone number of the attorney;

2) The name and address of the party represented; and

3) An affirmative statement indicating that the attorney is licensed in Illinois.

b) An attorney may withdraw from employment as a representative only upon written notice to the Comptroller that states his or her specific reasons for withdrawal.

c) Any individual may appear on his or her own behalf.

d) Attorneys appearing before the Comptroller or hearing officer shall conform their conduct to Article VIII of the Illinois Supreme Court Rules (Illinois Rules of Professional Conduct of 2010). In the event there is behavior that substantially impairs the administration of the Acts or the conduct of the hearing, the Comptroller or hearing officer shall take the following actions in a progressive manner:

1) Substitution of written argument in place of oral argument;

2) Exclusion of an attorney from the proceeding;

3) Suspension or revocation of an attorney's right to appear before the Comptroller or hearing officer.

e) If any of the actions described in subsection (d) are taken by the Comptroller or hearing officer, it shall be done as a matter of record, and the Comptroller or hearing officer shall state for the record the specific reasons for that action.

(Source: Amended at 42 Ill. Reg. 16010, effective August 1, 2018)