**Section 100.115 Ex Parte Consultations**

a) Except in the disposition of matters which they are authorized by law to entertain or dispose of on an ex parte basis, neither Commission Members, employees, nor Hearings Officers shall, after the filing of a case, communicate, directly or indirectly, in connection with any issue of fact, with any person or party or in connection with any other issue with any party or the party's representative, except upon notice and opportunity for all parties to participate. However, a Commission Member may communicate with other Members of the Commission, and a Commission Member or Hearings Officer may have the aid and advice of one or more personal assistants.

b) Communications regarding procedure, such as format of pleadings, number of copies required, manner of service, status of proceedings and continuances, are not considered to be ex parte communications. However, requests for continuances shall not be granted until the opposing party is notified either orally or in writing that a request is going to be made and is given an opportunity to respond.

(Source: Added at 19 Ill. Reg. 206, effective January 3, 1995)