**Section 1300.80 Authority of Administrative Law Judges**

The ALJ shall have the duty to conduct fair proceedings, to take all necessary action to avoid delay, to maintain order and to ensure development of a clear and complete record. The ALJ shall have all powers necessary to achieve these ends, including, but not limited to, the discretionary authority to:

a) Review the designation, any objections and any supporting documentation and determine whether a designation is proper based solely on the information submitted to the Board or whether a hearing is necessary to determine whether the designation is proper;

b) Require the parties to participate in a pre-hearing conference before proceeding with a hearing;

c) Require all parties to submit pre-hearing information, including, but not limited to:

1) a detailed written statement of the issue to be resolved at hearing and its position;

2) a list of witnesses each party intends to call, the nature of their testimony, the estimated time for each witness' testimony, and the estimated time for the party's case in chief;

3) a list of exhibits to be offered by each party in its case in chief and a copy of each exhibit; and

4) all other information the ALJ requests;

d) Regulate the proceedings of the case and the conduct of the parties and their counsel;

e) Administer oaths and affirmations;

f) Receive relevant testimony and evidence;

g) Establish reasonable limits on the frequency and duration of the testimony of any witness and limit repetitious or cumulative testimony;

h) Examine witnesses and direct witnesses to testify; however, this provision does not lessen any party's burden of proof;

i) Issue subpoenas and rule upon motions to revoke subpoenas;

j) Take administrative notice of generally recognized facts of which Illinois courts may take judicial notice and of other facts within the specialized knowledge and experience of the Board;

k) Rule on objections, motions and questions of procedure;

l) Hear closing argument and, in extraordinary circumstances, authorize the submission of briefs and set the time for their filing;

m) Order a hearing reopened before the issuance of the ALJ's recommended decision and order;

n) Render and serve the recommended decision and order on the parties to the proceeding; and

o) Carry out the duties of the ALJ as provided or otherwise authorized by this Part or the Act.