**Section 508.30 Appearance – Representation by Counsel**

a) Any party to a proceeding may appear by himself or herself or may be represented by someone of the party's choosing.

b) All persons appearing in proceedings before the Department, including a non-attorney representative, shall conform to the standards of conduct required of attorneys before the courts of Illinois. If any person does not conform to such standards, the administrative law judge may decline to permit such person to continue to appear in the proceeding.

c) Any attorney or other person appearing before the Department as a representative of a party shall file an Appearance containing: the name of the party represented; the name, address and telephone number of the attorney or representative; an affirmative statement that the attorney is duly licensed in the State of Illinois; an affirmative statement, if representing a corporation, that the individual is duly authorized to represent the corporation; and the written signature of the attorney or representative.

d) Special appearances are not recognized. The initial appearance regardless of form is deemed a general appearance.

e) An attorney or other person appearing before the Department as a representative may withdraw his or her appearance and/or representation only upon motion and appropriate ruling by the administrative law judge. However, attorneys may be substituted without motion upon notice to all parties and the administrative law judge if the substitution will not delay the proceedings, a statement to that effect is contained in the notice, and a substitute Appearance form is filed concurrently with the notice.