



Illinois Department of Financial and Professional Regulation

NOTICE OF STANDARDS OF HEARING ROOM CONDUCT

All attorneys participating in Illinois Department of Financial and Professional Regulation (“Department”) proceedings must conform their conduct to [Illinois Supreme Court Rules of Professional Conduct](#) and all parties, whether an attorney or not, must conduct themselves in a manner that permits the efficient functioning of the proceedings and the Department. 68 IAC 1110.90. An attorney or *pro se* party whose conduct fails to comply with these rules or interferes with the efficient functioning of the proceedings of the Department may be subject to the imposition of sanctions, and if a Department employee, discipline, up to and including discharge, may be imposed upon the employee. Sanctions may include the limitation of evidence, substitution of written argument in place of oral argument, and referral to the Attorney Registration and Disciplinary Commission of the Illinois Supreme Court.

All participants in and observers of such proceedings must abide by the following standards of conduct:

- The dignity of and integrity of the proceedings of the hearing room must be respected and maintained at all times.
- All sound-emitting devices must be silenced in the hearing room.
- Attire for counsel and observers must be appropriate.
- In objecting, counsel shall simply state “objection” and may then state the legal basis (i.e., relevancy, hearsay, etc.). If the Administrative Law Judge (“ALJ”) requires argument beyond the simple recitation of grounds for the objection, the ALJ will so indicate.
- All statements, objections, arguments, and questions unrelated to witness examination must be directed only to the ALJ, not to an opposing party or opposing counsel. Counsel may not instruct witnesses on substantive or procedural issues during testimony unless authorized to do so by the ALJ.
- Only participants and court reporters may consume beverages during a hearing. Observers may not consume food or drink during the hearing, unless otherwise authorized by the ALJ.
- No participant or observer may engage in inappropriate, unprofessional, aggressive, disruptive or disorderly conduct, examples of which include without limitation: making faces, physically or verbally abusing or threatening a participant or observer, exaggerated gesticulating, pen-tapping or drumming, unnecessarily loud paper shuffling, and heavy sighing.
- Only the court reporter may use a recording device or camera during proceedings.
- Participants and observers should refrain from repeatedly entering and leaving hearing rooms.
- Doorways and passageways must be kept clear at all times.

If attending a hearing remotely:

- Attorneys, case participants, and observers should behave and conduct themselves as if they were present in the courtroom as described above.
- Video or audio recording the proceeding, including screenshots, is not allowed by anyone except the official court reporter or the Court through an approved recording system.
- When you are not speaking, mute your phone. When you want to speak, unmute yourself and identify yourself by stating your last name. Identify yourself each time you need to speak, otherwise, the court reporter may have a difficult time determining who you are. If you have an objection, state “Objection by [Name or other identifying title/party/etc].”
- Be mindful of talking over another speaker.
- To promote efficiency, persons attending remotely shall be in a quiet, private location.
- The Court reserves the right to suspend any person’s ability to attend remotely, bar remote attendance in any case, and to order an attorney or *pro se* party to personally appear at the hearing location.

It is within the ALJ’s discretion to take reasonable and appropriate action to enforce the standards of conduct. Motions seeking sanctions for breach of the standards of conduct are prohibited. Any participant or observer who fails to abide by the standards of conduct may be excluded from Department proceedings. A party’s failure to comply may also result in referral of the party to the Illinois State Police.