



Illinois Department of Financial and Professional Regulation

PAT QUINN
Governor

BRENT E. ADAMS
Secretary

NOTICE OF STANDARDS OF HEARING ROOM CONDUCT

All attorneys participating in Department proceedings must conform to Illinois Supreme Court Rules of Professional Conduct and conduct themselves in a manner that permits the efficient functioning of the proceedings and the Department pursuant to 68 Ill. Admin. Code 1110.90 (f) and (g).

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 spectators must be appropriate.
- In objecting, counsel shall simply state "objection" and wait for the hearing officer's request for a legal basis before stating the grounds therefor (*i.e.*, relevancy, hearsay, etc.). If the hearing officer requires argument beyond the simple recitation of grounds for the objection, s/he will so indicate.
- All statements, objections, arguments, and questions unrelated to witness examination must be directed only to the hearing officer, 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 hearing officer.
- 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 hearing officer.
- 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.

It is within the hearing officer'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.

An attorney whose conduct either: 1) fails to comply with the Illinois Supreme Court Rules of Professional Conduct; or, 2) interferes with the efficient functioning of the proceedings or the Department may be subject to the imposition of sanctions in accordance with 68 Ill. Admin. Code 1110.90 (f) and (g) as well as discipline, up to and including discharge. Sanctions may include the limitation of evidence, substitution of written argument in place of oral argument, expulsion from the proceeding, and/or suspension from appearing in Department proceedings.

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 matter to the Illinois State Police.

January 13, 2010