

# ADMINISTRATIVE HEARING PROTOCOLS AND LOCATIONS



Office of the  
Secretary of State  
DEPARTMENT OF  
ADMINISTRATIVE HEARINGS

[ilsos.gov](http://ilsos.gov)

## **Petitioner/Counsel:**

Enclosed please find a Notice of Hearing along with information on requirements for preparing for your formal hearing.

## **DOCUMENTATION**

The Administrative Hearings Department strongly recommends that petitioners have their documentation reviewed by an Informal Hearing Officer prior to the date of the formal hearing. The Secretary of State's office encourages you to take advantage of this service to ensure that all requirements have been met prior to the date of your hearing. If you do not bring all requested documents, it will result in the Petitioner's withdrawal from the hearing and another filing fee.

Please visit the Secretary of State Facility Finder on [ilsos.gov](http://ilsos.gov) to find an Informal Hearing Officer near you. We recommend that you call the facility of your choice to confirm the availability of a Hearing Officer.

## **INTERPRETERS**

**If you do not speak or understand the English language, it is your responsibility to bring a language interpreter to your hearing.** The interpreter may not be affiliated with any of your evaluation or treatment professionals, nor with your attorney if you have one. Failure to have an interpreter with you will result in your withdrawal from the scheduled hearing. Sign language interpreters for the hearing impaired are provided by the Secretary of State as explained in the Notice of Hearing.

## **SECURITY**

**Increased security at state buildings may require you to show photo identification to gain entry.** Examples of acceptable photo identification include, but are not limited to: driver's license, government-issued ID card with photo or FOID (Firearm Owner's Identification) card. To obtain a State of Illinois photo ID card, please contact a Secretary of State facility regarding requirements.

If you are unable to obtain a photo ID, bring your Notice of Hearing and any other form of ID in your name, such as a Social Security card, voter registration card or credit card. Notify the security guard that you are there for a hearing and every attempt will be made to help you gain entry into the building; however, it is your responsibility to bring sufficient documentation to verify your identity.