

**161—4.10(17A) Prehearing conferences.**

**4.10(1)** Subject matter of conference. Upon the presiding officer's own motion or the motion of the parties, the presiding officer may direct the parties or their counsel to meet with the presiding officer for a conference to consider:

- a.* Simplification of the issues;
- b.* Necessity or desirability of amendments to pleadings for purposes of clarification, simplification, or limitation;
- c.* Stipulations, admissions of fact and of contents and authenticity of documents;
- d.* Limitation of number of witnesses;
- e.* Scheduling dates for the exchange of witness lists and proposed exhibits;
- f.* Identifying matters which the parties intend to request be officially noticed;
- g.* Such other matters, including discovery matters, as may tend to expedite the disposition of the proceedings.

**4.10(2)** Prehearing conferences shall be conducted by telephone unless otherwise ordered. A record of the conference will be kept unless otherwise ordered by the presiding officer. A record of the conference may be by tape recording or by certified shorthand reporter. A party may request a copy of the tape recording or transcript of the conference, if it was recorded; or a transcript of the conference, if it was reported, and the requesting party will bear the cost of the recording or transcription.

**4.10(3)** Effect of conference. The record shall show the matters disposed of by order and by agreement in such pretrial conferences. The subsequent course of the proceeding shall be controlled by such action.