

Online Hearing Instructions

You are participating in an online hearing via Webex. Instruction for this process is outlined below. Please read this document carefully prior to your hearing. If you require technical or other assistance, please contact the party responsible for arranging the hearing.

Tech Requirements

- A stable and secure internet connection (hard line preferred, but WiFi acceptable if adequate)
- Full-size monitor (dual monitors may be helpful, but not necessary)
- Webcam
- A microphone and speaker (headset or headphones preferred)
- Test your connection here: <https://www.webex.com/test-meeting.html>

Other Requirements

- Full audio and video capability
- A private space free of interruptions and distractions
- If accompanied by your attorney, video feed must capture you and your attorney on the screen simultaneously .

Prior to the hearing date

- A Webex meeting invite will be emailed to you from the ALJ presiding over the case. Keep this email.
- The green JOIN button is your access to the meeting.
- It is not necessary for you to download the Webex application in order to join the hearing, but you may if you so choose.

The day of the hearing

- Be prepared to launch the Webex hearing at the time arranged by the parties and indicated in the email.
- Click the green JOIN button to join the hearing.
- Upon joining the Webex hearing, you will be placed in the virtual waiting room until the ALJ admits you.
- Please note, waiting times vary. Efforts will be made to limit your waiting time.
- You will not hear or see ongoing proceedings while in the waiting room.

Your Testimony

- Your testimony is given under oath.
- Answer questions truthfully and to the best of your ability.
- Witnesses- You must be alone and in a private space during your testimony unless you have received approval to testify while accompanied by the party who has called you to testify or their attorney.
- Any documents or other loose paper used during your testimony must be approved by the ALJ.
- Keep exhibits face down until you are asked to refer to them in your testimony.
- Viewing and use of other electronic devices, including cell phones, is prohibited during your testimony.

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Exhibits & Witnesses

You are participating in an online hearing via Webex. These instructions are for case parties and attorneys regarding exhibits and witnesses.

Exhibits

- Proposed Exhibits must be e-mailed to the ALJ as PDF documents at least 10 days before the hearing.
- The Equal Rights Division (ERD) can accept large exhibits through file-share. If you have electronic/digital hearing exhibits to submit that exceed 20MB (megabytes), please request access to our file-share from your ALJ.
- Note, access to the file-share is granted on an as-needed basis for a **limited amount of time**, typically 3 business days.
- Exhibits must be separated by a blank page.
- Please use the Adobe bookmark feature to label all exhibits in a series.
- Please mark all exhibits numerically with the designation of either Complainants or Respondents exhibits.

Witnesses

- Witness lists must be e-mailed to the ALJ as PDF documents at least 10 days before the hearing.
- At the final prehearing conference, parties/attorneys will be expected to disclose how each witness will be logging in to testify.
- In the event that a witness is unable to attend the hearing, that witness must contact their attorney or the party who called them to testify to inform them of the situation.

IMPORTANT REMINDER- PLEASE READ.

It is **strongly recommended** that all parties test their connection prior to the prehearing conference. Limited technical assistance related to Webex meeting connectivity issues may be addressed by the Equal Rights Division at their discretion.

You are participating in an online hearing via Webex. The Equal Rights Division does not provide technical assistance for Webex online hearings. Please test your connection and technical capabilities prior to the hearing. In the event that a witness is unable to attend the hearing, for any reason, they **MUST** contact their attorney or the party who called them to testify as soon as possible.

Questions?

Parties or Attorney, please contact your ALJ.

Witnesses, please contact the attorney or party calling you to testify.