

## **PRELIMINARIES:**

**{AS EACH PERSON LOGS ON...}**

\_\_\_ Intro Self (NAME, HEARING EXAMINER/ATTORNEY) \_\_\_ We are being recorded \_\_\_ Please state and spell your name.

\_\_\_ Are you expecting anyone else to call in on your behalf? \_\_\_ Waiting for Counsel/Rep?

\_\_\_ I'm required to wait 10min past appointed time for all parties. Please hold the line in silence while we wait.

## **OPENING OF HEARING:**

\_\_\_ Intro self \_\_\_ Being recorded \_\_\_ Appeal No. \_\_\_ the case of Smith v. Jones.

\_\_\_ State date and time, TELEPHONIC HEARING \_\_\_ Oath

\_\_\_ Have each party/witness/Rep state their name & address

\_\_\_ ER witness state position.

\_\_\_ Designate which ER witness will be REP

\_\_\_ READ ISSUE STATEMENT \_\_\_ Confirm each party received Notice of Hearing.

\_\_\_ READ/Summarize Determination.

The Procedure for today's hearing will be:

\_\_\_ Late Appeal addressed first

\_\_\_ I will have some preliminary questions then

\_\_\_ Smith can present any testimony/evidence \_\_\_ Jones can then cross-examine Smith.

\_\_\_ Smith can then question own witness & \_\_\_ Jones can cross witness.

\_\_\_ Jones can present any testimony/evidence \_\_\_ Smith can then cross-examine Jones

\_\_\_ Jones can then question own witness & \_\_\_ Smith can cross witness.

\_\_\_ Each side can then make a closing statement if they wish.

Smith do you have any questions about the procedure for today? Jones, any questions?

\_\_\_ DESIGNATE AGENCY RECORD

## **TESTIMONY**

Smith what was the claimant's \_\_\_ FDW \_\_\_ LDW \_\_\_ Salary \_\_\_ Position \_\_\_ Full-time/Part-time

\_\_\_ Quit or Discharge

\_\_\_ Please tell me what caused the quit/discharge.

**{AFTER THEY COMPLETE THEIR TESTIMONY}**

\_\_\_ Is there anything further you wish to add regarding the quit/discharge?

\_\_\_ Jones - Do you have any questions for Smith on cross-examination?

\_\_\_ Smith - Is there anything further you wish to add?

**{IF YES - LET JONES CROSS AGAIN}**

*{IF Smith has a witness - repeat for witness}*

\_\_\_ Smith - Is that the close of your side of the case?

\_\_\_ Jones - What would you like to tell me about the quit/discharge?  
\_\_\_ Is there anything further you wish to add regarding the quit/discharge?

\_\_\_ Smith - Do you have any questions for Smith on cross-examination?  
\_\_\_ Jones - Is there anything further you wish to add?

**{IF YES - LET SMITH CROSS AGAIN}**

*{If Jones has a witness - repeat for witness}*

\_\_\_ Jones - Is that the close of your side of the case?

\_\_\_ Smith: You have the right to present REBUTTAL TESTIMONY  
- Is there anything new you would like to add in light of Jones' testimony?  
\_\_\_ Jones - Do you have any questions on cross in light of the NEW testimony?  
\_\_\_ Jones- Do you have any REBUTTAL TESTIMONY in light of Smith's rebuttal testimony?  
\_\_\_ Smith - Do you have any questions for Jones in light of the NEW testimony?  
**{REPEAT REBUTTAL until both sides have nothing further}**

**STATE THAT TESTIMONY IS NOW CLOSED**

### **CLOSING**

**(Parties can ONLY summarize what they said; cannot add new info)**

\_\_\_ Smith - Is there anything you would like to say in closing/summary before we finish the hearing?  
\_\_\_ Jones - Is there anything you would like to say in closing/summary before we finish the hearing?

### **CONCLUSION**

What will happen next is:

\_\_\_ I will issue a written decision.  
\_\_\_ It will be posted to your BEACON portal.  
\_\_\_ The decision will include a paragraph concerning APPEAL rights.

Either side can file an appeal of my decision and the paragraph will explain how to file an appeal and a deadline date for filing an appeal.

\_\_\_ SMITH - do you have any questions before we finish today?  
\_\_\_ JONES - any questions?

I want to thank you for your time. The hearing is concluded. Please hang up your line.

**{WAIT FOR ALL PARTIES TO HANG UP AND THEN DISCONNECT THE LINE}**