

## A. ORDER OF HEARING


### OVERVIEW:

The hearing begins with the ALJ's opening of the record, continues with the parties' presentation of their cases, and ends with the ALJ's closing of the record.

### OBJECTIVE:

To provide a concise list of the different stages of a hearing.

### STAGES OF A HEARING:

- a. *ALJ opens the record and makes opening remarks.*
- b. *Appearances by the parties on the record.*
- c. *Preliminary matters considered if not ruled upon at pre-hearing conference:*
  - Motion for sequestration of witnesses;
  - Motion to introduce or admit formal documents;
  - Motion to amend complaint;
  - Motion to amend answer;
  - Motions for sanctions or continuance when Respondent has not complied with subpoena;
-  *If a subpoena has been complied with, the Trial Attorney may want to note that on the record.*
  - Motion for admission of stipulations, joint exhibits or GC exhibits to which there will be no objection; and
  - Discussion of appropriateness of bench decision.
- d. *Opening statements by the parties.*
- e. *GC's case-in-chief consists of:*
  - Direct examination of GC's witnesses;
  - Introduction of GC's exhibits;
  - Cross-examination of GC's witnesses (Furnishing of witness' statements to Respondent's counsel, if requested); and
  - Re-direct of GC witnesses.
- f. *Respondent's case-in-chief consists of:*

- Direct examination of Respondent's witnesses;
  - Introduction of Respondent's exhibits;
  - Cross-examination of Respondent's witnesses  
(Furnishing of witness' statements by Respondent's counsel to the Trial Attorney, if requested); and
  - Redirect examination of Respondent's witnesses.
- g. *Rebuttal Evidence.*
- h. *Closing Argument* (optional).
- i. *Closing of Record by ALJ which includes:*
- Setting time for the filing of briefs;
  - Remarks by ALJ regarding matters to be addressed in briefs; and
  - Format of briefs.

RESERVED