

## ATTACHMENT 1J

### ADVICE TO WITNESSES IN PREPARATION FOR HEARING

1. You are scheduled to testify as a witness in a hearing before an Administrative Law Judge (ALJ) of the Federal Labor Relations Authority. You will appear as a witness for the Counsel for the General Counsel. After you have answered my direct-examination questions, the ALJ and the representative/s for the respondent may ask you additional questions during their cross-examination.
2. Always tell the truth, and be thoroughly prepared to do so. If you are asked whether you have been told what to say, you may answer that I have told you to tell the truth. Reply truthfully if you are asked whether you have discussed your evidence or the facts in this case with a representative of any party.
3. As a witness for the General Counsel, it is your right to decline any request to discuss your testimony or evidence about this case with officials or representatives or the respondent, or any other party to this case, prior to the hearing.
1. Be prepared to recall all of the relevant facts. Whenever possible tell your story in a narrative form. Avoid using nicknames, abbreviations, or technical shorthand.
2. Do not be upset should you not know the answer to the question, and do not be afraid to say you don't know the answer.
3. Listen carefully to every question. If you do not fully understand what is being asked, you should say so.
4. You are testifying about facts. Do not give opinions, conclusions, or speculations unless you are requested to do so and no objection is made.
5. If you are unable to recall something, you may say that it is all you can remember. Do not become upset if you cannot recall exact dates or details. Where appropriate, you may review exhibits in evidence during your testimony.
6. If an objection is made to any question put to you, do not answer until the ALJ rules on the merits of the objection.
7. Try to respond directly to the question without saying too little or too much. You are entitled to explain a "Yes" or "No" answer, and should do so, if necessary.
8. Speak clearly. A court reporter will prepare a transcript of the hearing based upon the testimony presented. The clearer you speak, there will be less interruptions in the hearing and the more accurate the transcript will be.
9. It is normal to be nervous at first, but you will calm down. Remember, you are not the defendant or the respondent, and are not on the spot.
10. Be polite. Do not become sarcastic, clever, or resentful even if you feel the questions are unfair. Try not to react emotionally if the questioner is aggressive or the question implies some doubt about your truthfulness. Answer correctly and courteously. Avoid arguing with the ALJ or the lawyers. Allow the lawyers to do all of the arguing and objecting.
11. Appear at the hearing site early and dress in appropriate work or business clothes.