

## SUMMARY OF HEARING PROCEDURES

If the hearing is a **face-to-face hearing**, the parties should check in with the receptionist in the hearing room area on the 4<sup>th</sup> Floor at the Office of Administrative Courts at least 15 minutes prior to the scheduled hearing time. You will be directed to the assigned hearing room.

If the hearing is a **telephone hearing**, the parties should assemble at the location identified in the Notice of Hearing at least 15 minutes prior to the scheduled hearing time. If you object to a telephone hearing and want a face-to-face hearing, notify the Administrative Law Judge (“ALJ”) of your request well in advance of the hearing date. Send a copy of your request to the other party.

If the hearing is by telephone and you want the ALJ to look at documents of yours, please mail a copy of the documents well in advance of the hearing, with a copy to the opposing party. You should mail legible copies, not originals, of any documents you will need after the hearing. Documents admitted as evidence must remain in the case file for the entire course of the appeal.

If you intend to present witnesses, have your witnesses available outside the hearing room before the hearing begins, if you wish to present witness testimony by telephone, notify the ALJ of this request in writing well in advance of the hearing date. Send a copy of your request to the other party.

The ALJ will ask one party, usually the County or State Department, to present its evidence first. The party should call witnesses and present exhibits in whatever order the party believes best. If a party asks the ALJ to consider exhibits that have not been previously provided to the ALJ and the opposing party, the party must have sufficient copies to do so at the hearing. Once the first party has concluded his or her case, the opposing party will be invited to present evidence.

Witnesses (including parties) will be placed under oath by the ALJ. In many cases, the parties may be the only witnesses. A witness will be questioned first by the party calling the witness, then cross-examined by the opposing party. Cross-examination is the opportunity to ask questions of the witness; the cross-examiner will not be permitted to make statements. The ALJ may also ask questions.

For more information about hearing procedures, please access the Hearings & Docketing – Procedures page on our website: <http://www.colorado.gov/dpa/oac> and follow the links to The Non-Lawyers’ Guide and to General Procedures. You will also find links to the agency rules applicable to your case.

The mailing address for the Office of Administrative Courts is: 1525 Sherman Street, 4<sup>th</sup> Floor, Denver, CO 80203. The telephone number is (303) 866-2000, and the fax number is (303) 866-5909.