

ADMINISTRATIVE LAW JUDGE: I'd like to swear the witnesses in at this time. Please raise your right hand.

Do you swear that the testimony that you are about to give is the truth, the whole truth, and nothing but the truth, so help you God?

THE WITNESSES: Yes.

It is important to us at the Office of Administrative Hearings that we make our process as accessible as possible. Hearings outside of the Phoenix and Tucson areas are video-conferenced in order to provide prompt decisions for the parties.

The Judge will view you by way of a camera mounted on a 32-inch monitor in the hearing room. The camera you see on top of your monitor allows the Judge to see you and all of the other participants and witnesses.

There is another camera in the Judge's chamber that will allow you to see the Judge. Although your view of the Judge will remain the same the Judge will have the ability to change his or her point of view so as to allow closer observation of the parties, witnesses, and exhibits.

Because the Judge conducting the hearing in

your location is not physically present, you were informed that it was necessary to submit all exhibits to the Judge prior to the hearing. Make sure that you have copies of your exhibits for the opposing party. At hearing you will have an opportunity to offer your pre-submitted documents into evidence and the opposing party will have an opportunity to object to your exhibits.

There is a digital recorder on the Judge's desk that will preserve the audio portion of the hearing. The digital recording will constitute the official record of the hearing. The video portion of the hearing will not be recorded.

Remember, the microphone can hear you but it cannot see you. Always give an audible response to a question; this means answering yes or no. Don't simply shake your head or shrug your shoulders. Avoid using uh-huhs or uh-uhs. Don't chew gum. If you are making a gesture with your hand or pointing something out, make sure you are describing what you are doing.

The Office of Administrative Hearings will maintain a professional and pleasant environment. Each party will have its chance to be heard. The Judge will not allow any person to be abusive or disrespectful. If a person is disrespectful or disruptive, the person may be asked to leave the hearing room. If this occurs, the

hearing will proceed in that party's absence.

We hope that your video conference hearing will be a pleasant experience.