

**OFFICE OF THE HEARING EXAMINER
KING COUNTY, WASHINGTON**

King County Courthouse
516 Third Avenue Room 1200
Seattle, Washington 98104
Telephone (206) 477-0860

hearingexaminer@kingcounty.gov
www.kingcounty.gov/independent/hearing-examiner

Zoom Hearing Procedural Protocols

These protocols provide basic guidance for conducting remote examiner hearings. Please see *Zoom Technical Guidelines* for technical support.

General Etiquette

1. All parties should join via Zoom Video Conference. If a party lacks video capability or has some other concern, contact the Examiner's Office as soon as possible.
2. Members of the public may join via Zoom or may call in using telephone audio only.
3. To the degree possible, remote hearings are treated like in-person hearings. This includes participants joining on time and conducting themselves with the decorum and respect appropriate for an in-person hearing.
4. Please be patient with technological limitations and other difficulties. If the examiner determines the technology is not performing adequately, the examiner may suspend or continue the hearing, opt to take materials or testimony at a future date, or make other necessary arrangements.
5. Please join the session at least 5 minutes before the scheduled hearing start time.
6. Before logging in, make every effort to isolate yourself from background noises.

Guidelines During Hearing

1. This is a recorded proceeding.
2. Only one person may speak at a time.
3. All persons joining the meeting should remain muted until asked to speak.
4. Participants actively presenting testimony should unmute their own microphones and mute when finished speaking.
5. When speaking, always identify yourself first, before continuing.
6. For any technical difficulties before or during the hearing, please alert the Examiner's Office secretary via telephone, email, or by using the "Chat" function in Zoom.
7. The examiner reserves the right to mute any participant not following these protocols and/or who introduces unacceptable levels of intrusive noise or speech.

System Test

The Hearing Examiner's office will be conducting system tests by request only, to check for audio and video capabilities to minimize the prospects of technical difficulties at the hearing, provide an overview of Zoom features, and answer any procedural questions. The presiding examiner will not be participating. The system test will not be recorded.

1. The Examiner's Office will send notice of a system test, occurring days or weeks before the hearing, to all parties via an e-mail invitation.
2. Parties must join a system test. Anyone who previously participated in one of our system tests is not required to participate again.
3. Members of the public intending to join the hearing via Zoom (instead of just by phone) are strongly encouraged to participate in a system test.

Exhibits

1. The *Notice of Remote Hearing* will outline the deadlines for submittals.
2. Parties will not be able to simply show documents through the video call, so please ensure all exhibits have been submitted to the Examiner's Office by the deadline specified in the *Notice of Remote Hearing*.
3. It is the responsibility of the party calling a witness who is appearing via Zoom to provide all exhibits to that witness ahead of time, so the witness may refer to them during testimony.
4. The Examiner's Office may present the relevant exhibits on the Zoom screen during the hearing or the parties may request to share their screen to present the relevant exhibits.

Witness Testimony

1. The appropriate representative will call each witness by name.
2. Before testifying, the examiner will ask witnesses to state (and perhaps spell) their names and take an oath or affirmation to tell the truth.

Public Testimony (*For Applications Only*)

1. Anyone may submit written comments and other documents to hearingexaminer@kingcounty.gov by the deadline specified in the *Notice of Remote Hearing*. Please provide your full name, email, phone number, and mailing address. These will be posted on the drop box link provided to all parties prior to the hearing.
2. If you intend to offer oral testimony at the hearing, it would be helpful to email your full name, email, mailing address to hearingexaminer@kingcounty.gov or call (206) 477-0860 at least three days prior to the hearing date.
3. If you did not sign up to provide testimony and would like to provide testimony during the hearing, the examiner will ask to please "raise your hand" to be placed in the queue. Please refer to *Appendix E on Zoom Technical Guidelines* for guidance on how to "raise your hand." The examiner will then call each person by name or last four digits of your phone number.

Objections

1. Parties may state objections clearly and accompany verbal objections with a raised hand gesture or by utilizing the “raise hand” feature in the Chat function.
2. When called on, state the basis for the objection.
3. Other parties may then respond to the objection.

Breaks

1. If a break is needed during the hearing, the examiner will set a time to reconvene; please remain on the call/video and stay on mute during the break.
2. Parties that would like to discuss matters privately will need to have a plan to separately communicate with each other.