

ATTACHMENT G3

HEARING SCRIPT-OATH-OPENING STATEMENT SAMPLE

Good Morning/Afternoon. Today, _____ we are gathered to consider the case # / of _____.

Please understand that an audio recording of this hearing is being made, as such, please speak loudly and clearly.

My name is _____ and I will be the hearing officer for today's proceedings.

For the purpose of the recording, can everyone please state your name and role in today's hearing.

As this is an administrative hearing, the burden of proof is a preponderance of evidence.

Please remember that behavior, from anyone in attendance today, which threatens to disrupt the orderly progression of the hearing procedure or intimidates or harasses the hearing participants, will not be tolerated.

Anyone who cannot conduct themselves appropriately will be asked to leave and the hearing will proceed without you.

The hearing will proceed as follows:

First, I, as the hearing officer, will present my opening statement about the issue to be heard.

The complainant will then present his statement about the incident and any evidence in support, followed by questions from the hearing officer (if needed).

Then the respondent will present his/her statement (if needed) about the incident and any evidence in support of his/her position, followed by questions from the hearing officer (if needed).

Next any supporting witnesses for the complainant/respondent (if applicable) will give statements and be questioned by the hearing officer, then the complainant, and then the respondent (if needed).

Finally, any remaining questions can then be asked.

The hearing officer will then present his/her closing statement and the hearing will close.

Are there any questions on procedural issues to address before we begin?

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OATH-

[All Parties are to be sworn in]

Please raise your right hand---do you swear to tell the truth, the whole truth, and nothing but the truth so help you God?

OPENNG STATEMENT SAMPLE

This hearing is being held to determine whether XXXX, violated the terms of an agreement that called for the Career Center to [action] XXX, the Complainant, for XXXXXXXX.