

IMPORTANT NOTICE TO HEARING PARTICIPANTS

The open record hearing which is about to begin will follow established Rules of Procedure designed to insure fairness for all parties. Please follow these guidelines during the hearing:

1. Hearings generally follow a standard sequence of events which depends on the type of hearing being held. The four most common sequences are listed on the reverse side of this letter. Any major deviation from the standard sequence will be explained by the Examiner.
2. All speakers must use one of the microphones at the front of the room.
3. All speakers (except attorneys in certain circumstances) must be sworn in by the Examiner. Please approach the podium, raise your right hand, take the oath or affirmation, state your full name, spell your last name and give your complete mailing address. You may then begin your testimony.
4. Please avoid unnecessarily repetitive or irrelevant testimony. The Examiner has the authority to keep your testimony to the subject at hand.
5. Side comments and demonstrations (applause, booing, etc.) do not contribute to a fair hearing and are prohibited.
6. Written or graphic materials are encouraged. You may submit such items to the Clerk before the hearing or to the Examiner during your testimony. Materials submitted become permanent exhibits and cannot be returned; we can copy a valuable document if requested. Unmounted exhibits are preferred so that large items may be folded to 8 ½" by 14" for insertion in the case file. Clear, legible photographs or reductions of large exhibits are acceptable.
7. The applicant/appellant and all persons who testify, submit original letters, and/or sign the Parties of Record register at the hearing become Parties of Record. Each Party of Record will be sent a copy of the decision when issued and has certain rights to participate in further proceedings should there be any. The Parties of Record register is located on a clipboard near where the Clerk is seated. Please print your name and full mailing address clearly on the register so that it is legible.

We hope that these guidelines will enable you to participate effectively in this hearing. If you have any questions regarding procedure, please feel free to ask the Clerk before the hearing begins. Complete copies of our Rules of Procedure are available for those who need more detailed information; please see the Clerk.

SNOHOMISH COUNTY HEARING EXAMINER STANDARD HEARING SEQUENCES

<u>Original Jurisdiction Hearings</u>	<u>Combined Original Jurisdiction and Appeal Hearings</u>	<u>Enforcement Appeal Hearings</u>	<u>All Other Appeal Hearings</u>
Introduction by Hearing Examiner	Introduction by Hearing Examiner	Introduction by Hearing Examiner	Introduction by Hearing Examiner
Direct Testimony & Evidence Applicant County Staff	Direct Testimony & Evidence Applicant - on the merits** Appellant - on the appeal & merits Respondent (Agency) - on the appeal & merits	Direct Testimony & Evidence Respondent (Agency) Appellant	Direct Testimony & Evidence Appellant Respondent (Agency)
General Public Testimony, Evidence & Questions	General Public Testimony, Evidence & Questions	General Public Testimony, Evidence & Questions	General Public Testimony, Evidence & Questions
Rebuttal Testimony & Evidence Applicant County Staff General Public*	Rebuttal Testimony & Evidence Applicant Appellant Respondent (Agency) General Public*	Rebuttal Testimony & Evidence Respondent (Agency) Appellant General Public*	Rebuttal Testimony & Evidence Appellant Respondent (Agency) General Public*
Closing Statements County Staff Applicant	Closing Statements Applicant Respondent (Agency) Appellant	Closing Statements Appellant Respondent (Agency)	Closing Statements Respondent (Agency) Appellant

NOTE:

* At the discretion of the Examiner.

** In combined original jurisdiction and appeal hearings, testimony and evidence are required on both the underlying application and on the appeal issues. The former subject is described in this column as the “merits”, the latter as “the appeal”. Generally, speaking, different review criteria apply to the merits and to related appeals.