

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

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## **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. 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.
2. 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.
3. Please join the session at least 5 minutes before the scheduled hearing start time.
4. Before logging in, make every effort to isolate yourself from background noises.

### **Guidelines During Hearing**

1. Proceedings are recorded.
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.

## 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 to provide all exhibits to that witness ahead of time, so the witness may refer to them during testimony.
4. Parties can request the Clerk of the Examiner's Office to present the relevant exhibits on the screen during the hearing, or the parties may request to share their screen to present the relevant exhibits.

## Witness Testimony

1. The party 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](mailto:hearingexaminer@kingcounty.gov) by the deadline specified in the *Notice of Remote Hearing*. Please provide your full name, email, phone number, and mailing address.
2. If you intend on offering testimony at the hearing, it would be helpful to email your full name, email, mailing address to [hearingexaminer@kingcounty.gov](mailto: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 if anyone would like to provide comment. You can speak up at that time or raise your hand to be seen.

## Objections

1. Parties may state objections clearly and accompany verbal objections with a raised hand gesture.
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.