

GUIDELINES FOR HEARINGS
GEORGIA STATE BOARD OF WORKERS' COMPENSATION
Revised March 1, 2023

The Trial Division hears cases in person, virtually via Zoom, or in a hybrid fashion (part in person and part virtually). The judges will also consider issues on stipulated facts and exhibits by agreement of the parties. Please observe the following procedures.

1. **ANNOUNCEMENTS**: Attorneys and/or parties are required to notify the judge's office of the status of the hearing—postpone, reset by agreement, ready to proceed, take off the calendar, etc. prior to the scheduled hearing date.
2. **REQUIRED PREHEARING CONFERENCES**: When a party is ready for a hearing, the party shall confer with opposing parties and then notify the judge's assistant. Pre-hearing conference calls involving the attorneys, unrepresented parties, and the administrative law judge are required to confirm the date and time of the hearing, discuss the logistics, number of witnesses, and estimated length of the hearing.
3. **EXHIBITS**: All exhibits or other documents to be exchanged or submitted at a hearing must be shared electronically at least 2 business days before the hearing using a OneDrive link provided by the judge's office. If you wish to share a document with a witness during the hearing, you must have a copy to give the witness and a separate copy for opposing counsel and the judge, if necessary.
4. **ZOOM HEARINGS**: The Trial Division offers remote hearings using Zoom with the consent of the parties. When the parties agree to a Zoom hearing, they should contact the judge's office to request a date and time for the hearing. The judge's assistant will send the parties a Consent Order for Remote Evidentiary Hearing to be signed by the attorneys/unrepresented parties and returned to the judge's office. The judge will sign and issue the order as the hearing notice.

5. **ACCOMMODATIONS**: Attorneys and participants should advise the office of the presiding judge if they need any special accommodations for the scheduled hearing.
6. **FIELD HEARING LOCATIONS**: Each hearing location may have rules for entry into their buildings. Participants should respect and comply with these rules. If any participant is denied entry, please call the judge's office. The phone number is on your hearing notice.
7. **ADMINISTRATIVE LAW JUDGE AUTHORITY**: Each judge has discretion to vary the guidelines as circumstances dictate.

Attorneys should share these guidelines with all participants (parties, witnesses, interpreters, etc.).