



Snohomish County

Hearing Examiner's Office

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IMPORTANT NOTICE TO HEARING PARTICIPANTS

****PLEASE SILENT YOUR CELLPHONE****

Peter Camp

Hearing Examiner

WELCOME – Thank you for taking the time to attend this hearing.

The public 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. Usually, all speakers will be sworn in at once at the beginning of the hearing. When it is your turn to testify, please approach the witness table (if you have not been previously sworn in, raise your right hand and provide 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. Please address all your testimony directly to the Examiner and not to the other parties or members of the audience. Side comments and demonstrations (applause, booing, etc.) do not contribute to a fair hearing and are prohibited.
6. Written or graphic materials are encouraged. Electronic exhibits are preferred (via email or thumb drive). You may submit items to the Clerk before the hearing or during your testimony. Materials submitted become permanent exhibits and cannot be returned; we can copy a valuable document if requested.
7. The applicant/appellant and all persons who testify, submit letters, and/or sign the Parties of Record Sign-In at the hearing become Parties of Record. Each Party of Record will be sent a copy of the decision when it is issued and Parties of Record have certain rights to participate in further proceedings should there be any. The Parties of Record Sign-In is located on a clipboard near where the Clerk is seated. Please print your name and email address or 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**

Original Jurisdiction Hearings

Introduction by Hearing Examiner

Direct Testimony & Evidence

County Staff (Agency)
Applicant

General Public Testimony,

Evidence & Questions

Rebuttal Testimony & Evidence

County Staff
Applicant

**Combined Original Jurisdiction and
Appeal Hearings**

Introduction by Hearing Examiner

Direct Testimony & Evidence

Agency - on the merits
Applicant - on the merits

General Public Testimony

Evidence & Questions

Rebuttal Testimony & Evidence

Agency
Applicant

Appellant - on the appeal
Respondent (Agency) –
on the appeal
Applicant – on the appeal
Appellant - reply

Closing Statements

Applicant
Respondent (Agency)
Appellant

Enforcement Appeal Hearings

Introduction by Hearing Examiner

Direct Testimony & Evidence

Respondent (Agency)
Appellant

Rebuttal Testimony & Evidence

Respondent (Agency)

Closing Statements

Appellant
Respondent (Agency)

All Other Appeal Hearings

Introduction by Hearing Examiner

Direct Testimony & Evidence

Appellant
Respondent

Rebuttal Testimony & Evidence

Appellant

Closing Statements

Appellant
Respondent (Agency)