

CAUSE NO. _____

_____,
Claimant

v.

Respondent

§ **BEFORE THE STATE**
§
§
§
§ **OFFICE OF**
§
§
§ **ADMINISTRATIVE HEARINGS**

ORDER NO. 1
ORDER FOLLOWING FIRST PREHEARING CONFERENCE

This order follows the _____, 20__ telephonic prehearing conference conducted by the administrative law judge (ALJ). The participating attorneys were _____ for staff of _____ (Staff) and _____ for _____.

These deadlines and procedures govern this proceeding:

Deadline	Action	Copies to ALJ?
5:00 p.m. _____, 20__	Parties will exchange all documents related to the claims asserted by Staff in its First Amended Complaint.	No
5:00 p.m. _____, 20__	Parties may file written discovery, including requests for production and written interrogatories.	No
5:00 p.m. _____, 20__	Parties will respond to written discovery. Responses may include written objections to discovery. Written objections will include the specific discovery request and the objection.	No
5:00 p.m. _____, 20__	All discovery, including depositions, will be completed.	--
5:00 p.m. _____, 20__	A party may file a motion to compel discovery, including the written objections including the specific discovery request and objection.	Yes
5:00 p.m. _____, 20__	The non-movant may file a response to the motion to compel.	Yes

Deadline	Action	Copies to ALJ?
5:00 p.m. _____, 20__	The movant may file a reply to the motion to compel.	Yes
5:00 p.m. _____, 20__	Parties will exchange exhibits, properly marked and paginated. Exhibit lists will include written direct testimony for each witness to be called at the hearing. Parties will file witness lists, including the sequence of each witness to be called and a current curriculum vita.	Yes
9:00 a.m. _____, 20__	The ALJ will convene a hearing on the merits at the Office of Administrative Hearings, 1212 Congress Avenue, in Capitol City. The hearing will continue daily, Monday through Friday, until _____, 20__, at 5:00 p.m.	--
5:00 p.m. _____, 20__	Each party may file a post-trial original brief. A brief, if filed, will include references to exhibits by exhibit number and page number and references to transcripts by volume and page number.	Yes
5:00 p.m. _____, 20__	Each party may file a post-trial response brief, including proposed findings of fact and conclusions of law. A brief, if filed, will include references to exhibits by exhibit number and page number and references to transcripts by volume and page number.	Yes

A party may file any objections to this order by 5:00 p.m., _____, 20__.

Dated: _____, 20__.

Administrative Law Judge