



Mastering the Prehearing Phase of the Case

**Webinar:
Thursday,
May 18
(60 minutes)**

1:00 p.m. Eastern
12:00 p.m. Central
11:00 a.m. Mountain
10:00 a.m. Pacific
9:00 a.m. Alaska
7:00 a.m. Hawaii

**Free of charge
to current
NAHO
members**

**\$30 fee for
non-members**

**Advance
Registration
Required**

When you register, select only ONE of the two classes below:

Conducting a Prehearing Conference (E)

Hearing officials have the responsibility of managing every casefile from the time the case is assigned until the decision or order is issued. The prehearing conference is an effective tool in managing this process. This class covers the various types of prehearing conferences, their purposes and functions, and the best practices for scheduling a prehearing conference. Also, discussed will be techniques for dealing with discovery, common prehearing motions, and how to decide whether to set a second or subsequent prehearing conference or to set the case for hearing. Also included will be creating prehearing conference agendas, issuing orders for and notices of the prehearing conferences, and issuing post-prehearing conference orders.

Register at:

<https://us02web.zoom.us/meeting/register/tZ0rc-morj8jGNQ7mJJUQIncXuth-1xIXtyQ>

Prehearing Preparation for High-Volume Hearing Officials (E)

Many NAHO members preside over hearings with only a few issues but have case calendars with a dozen or more hearings per week. For these hearing officials, prehearing conferences may be rare. But preparing for hearings in advance is just as important, if not more important, for those with high-volume dockets. Prehearing casefile preparation leads to a better, less time-consuming hearing experience. Prehearing preparation can identify (and often eliminate) problems that would otherwise go undiscovered until the hearing. A checklist on prehearing casefile review will be provided. Learn how prehearing casefile review provides a “roadmap” to get through the subsequent hearing quickly, efficiently, and effectively.

Register at:

<https://us02web.zoom.us/meeting/register/tZcudeqvqD4sGtOUI84iU9cQVA538EXjUQql>

Instructors for *Conducting a Prehearing Conference:*

Janice B. Deshais

W. Michael Gillette

Mary D. Long

Instructor for *Prehearing Preparation for High-Volume Hearing Officials*

Toni Boone

Janice B. Deshais This recently retired Director of the Office of Adjudications of the Connecticut Dept. of Energy & Environmental Protection has a JD from Western New England University (CT), an MA from Trinity College (CT), and a BA from University of St. Joseph (CT) and is Immediate Past President of NAHO.

W. Michael Gillette holds a J.D. from Harvard Law School, served on the Oregon Court of Appeals for 8 years and on the Oregon Supreme Court for 25 years. He is a Distinguished Faculty member at the National Judicial College and conducts administrative hearings for the Oregon School Activities Association.

Mary Long is an ALJ with the Pennsylvania Public Utility Commission. She graduated *magna cum laude* from Widener University School of Law (Commonwealth Law School). Her undergraduate degree is from University of Pittsburgh. She serves on the NAHO Board as Northeast Regional Representative

Toni Boone was a Hearing Officer for Arkansas Dept. of Finance & Administration for 18 years and an Administrative Law Judge for the Nevada Department of Motor Vehicles for 13 years. She has been on the faculty of the National Judicial College for 23 years. She is an alumna of the University of Arkansas and the National Judicial College. She currently serves as NAHO's President.