

## **THE INDUSTRIAL COMMISSION OF OHIO**

### **Telephone Hearing Request Guidelines**

To help ensure consistency in the processing of requests by parties for participation in hearings by telephone, the Industrial Commission adopts the following guidelines:

- 1) Requests will only be granted when the lack of in-person participation will not interfere with the hearing process.
- 2) Such requests are limited to the injured worker, the employer, or a necessary witness who wants to participate via telephone. Authorized representatives may make a request solely on the behalf of a client or necessary witness, but not to participate via telephone themselves.
- 3) Hearing administrators will determine whether the request should be granted or denied based on a good cause/reasonableness standard for hearings at the district, staff, and deputy levels. The commissioners will determine whether requests should be granted or denied for commission hearings.
- 4) All requests for telephone participation at the district, staff, and deputy levels must be submitted in writing, at least five business days prior to the hearing, to the appropriate hearing administrator and to the opposing party and their representative. Any objections to the request to participate by telephone shall be filed with the hearing administrator within 48 hours of receipt of the request. Absent extraordinary circumstances, requests received fewer than five business days prior to the hearing shall be denied. If the request is granted, the hearing administrator will notify the parties and their representatives, and make the necessary arrangements.

5) Requests to participate in commission hearings by telephone must be submitted, in writing, to the commissioners and to the opposing party and their representative at least five business days prior to the hearing. Any objections to the request to participate by telephone shall be filed with the commissioners within 48 hours of receipt of the request. Absent extraordinary circumstances, requests received fewer than five business days prior to the hearing shall be denied. If the commissioners grant the request, the IC will notify the parties and their representatives and make the necessary arrangements.

**These Guidelines supersede any previous guidelines or procedures, whether formal or informal.**

(effective 04/4/2014)