

Troy L. Wilson
Chairman

Robert H. Gilliland
Commissioner



Denise Engle
Commissioner

Dr. Rick Farmer
Executive Director

STATE OF OKLAHOMA

WORKERS' COMPENSATION COMMISSION

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ALERT REGARDING HEARING CONDUCT RULES

To: Workers' Compensation Insurance Carriers, Self-Insured Employers, Group Self-Insurance Associations, CompSource Oklahoma, Third-Party Administrators, Injured Workers, Attorneys, Other Interested Persons
From: Rick Farmer, Executive Director
Date: April 21, 2014

As a party, attorney, or party representative attending a Commission hearing, you will be expected to follow these rules to ensure decorum in our forum:

1. Preparation, punctuality and brevity are appreciated by all. Please be on time and ready for your case to be heard.
2. Silence cell phones and other electronic devices.
3. No recording devices, other than the official audio recorder, are allowed in the hearing room.
4. Examine witnesses so that the ALJ, reporter (if present) and all concerned may hear. The hearings are being recorded. Make sure that you and the witness can be heard and understood.
5. Avoid first-name or informal references to opposing counsel, parties and witnesses.
6. Address comments and arguments to the ALJ and not the opposing party or their counsel.
7. Treat all witnesses and hearing personnel in a courteous manner.

8. Dignity and solemnity should be maintained at all times during hearing proceedings. Avoid inappropriate humor, outbursts, hand gestures, or other such demonstrations. Do not speak out of turn or interrupt others during the proceedings, unless interposing a proper objection to testimony or evidence being presented.
9. Attorneys, parties and witnesses should be dressed appropriately as if attending a courtroom proceeding. Remove hats before entering the room where hearings are conducted.
10. The use of tobacco, beverages, food, candy or gum by counsel, parties and witnesses at any time in the forum is prohibited.