

VIDEO REMOTE HEARINGS, EXHIBIT SUBMISSIONS How to Prepare for or Request a Video Hearing

- **COMAR 14.09.03.15** -- Due to technical and quality control issues, absent exceptional circumstances, the use of VRH in which a language interpreter is required is suspended until further notice. VRH will no longer be utilized for SIF and UEF cases. A request for VRH will be denied without detailed exigent circumstances stated in the request for the VRH (e.g., out-of-state party or witness, inability to attend a hearing in person, etc.), pursuant to COMAR 14.09.03.15E(5).

A party wishing to request a Video Remote Hearing ("VRH") must contact the opposing side and get agreement. Once there is agreement to a VRH, a party will submit a Request for Video Remote Hearing electronically only through CompHub. ***If the claim is already scheduled for an onsite hearing, you must also submit a Request for Continuance of that hearing, noting the VRH as the justification.***

- The party must include a statement that the parties have agreed to a VRH in the **Justification** section of the form. They must also include the names, email addresses & telephone numbers of all parties as well as names & email addresses of other witnesses to be invited.
- If a Request for Continuance of Hearing form is filed for a scheduled VRH, the filing party must include a statement that the parties agree to the hearing being reset as VRH. If this verbiage is not included, the hearing will be reset in the normal course as in-person and a new Request for Video Remote Hearing form must be filed as outlined above.
- All parties should review all Exhibits that both parties have submitted prior to the hearing.

Technical Information & Additional Requirements

The Microsoft Teams app (or latest version of Edge or Chrome) **is required to participate in a video hearing. The Teams app is recommended for all** and is required for iPhone/Android telephones, iPad or Mac. Participation via PC is available as "join by web" only using Edge or Chrome as your default browser. A camera and microphone are required for video participation. Join by web has fewer options and needs more bandwidth than the Teams app. You can download the app in advance of the hearing via the Apple or Android app store at no cost.

When the case is scheduled, a Court Reporter will issue a Microsoft Teams email invite to all participants. Joining the VRH is accessed by clicking on the Join Microsoft Teams Meeting link in the invitation. You may install the Teams app in advance by selecting the link and choosing to download/install Teams.

Joining the VRH by video is required. Claimant/witness participants may not join via audio only. If appropriate, other participants who do not have audio/video capability may talk and listen through their phone. Most smartphones are audio/video capable and there is a Teams for iPhone and Android.

Scheduled times of the VRH are approximate and participants must remain ready to begin the hearing at any time after the assigned time. You will wait in the "lobby" until admitted.

Exhibits and Claimant's Consent to Pay Fees and Costs Submissions

*Instructions for submitting Exhibits and Claimant's Consent to Pay Fees & Costs, new Claimant's Affidavit in Support of Settlement via CompHub are available. Please use current version Google Chrome or Microsoft's chromium Edge web browser for our site. Review your Exhibit file to assure it DOES NOT contain information additional to what you intend for all parties to view in advance of the hearing. Once submitted, all parties may view the Exhibit. **Reminder: All Exhibits must have an initial contents/summary page preceding the exhibit documents***

- All parties **must** submit their Exhibits to the Commission online using CompHub using the Exhibits and Claimant's Consent to Pay Fees and Costs on option **at least 3 business days prior to the hearing**. All parties must also email their Exhibits to opposing counsel at least 3 business days prior.
- Claimant's Consent to Pay Fees & Costs must be submitted separately from your exhibits. The signed Claimant's Consent to Pay Fees & Costs (WCC form H44 03/2018) is submitted via CompHub. DO NOT submit the Claimant's Consent to Pay with Exhibits.
- Submissions should be scanned as "documents" in monochrome or greyscale, 144-300 dpi resolution. After submission. Please verify your Exhibit(s) via CompHub. **Each file will appear as a separate Exhibit in the Documents list.** Questions about exhibit files should be sent to CompHubSupport@wcc.state.md.us.
- Submitted files are visible quickly after processing in CompHub to listed parties in a claim. Please confirm your submission was successful.

A Commissioner may permit a supplemental exhibit(s) or other document to be submitted including those for impeachment purposes. Immediate access to such documents for all parties will be required (email, text, etc.).

- The Claimant's Affidavit in Support of Settlement is submitted via a new online form and is not part of these submissions.