

**CITY OF TACOMA
OFFICE OF THE HEARING EXAMINER**

HEARING PROTOCOL FOR APPEAL HEARINGS

1. Be punctual in attendance at hearing.
2. Be certain to have enough witnesses on hand for each day's proceedings.
3. Recesses will ordinarily occur promptly as scheduled.
4. Witnesses, counsel and parties should be referred to and addressed by their surnames unless, leave to do otherwise is granted. Office of the Hearing Examiner personnel should be referred to and addressed by their surnames or titles. The Hearing Examiner should be addressed as Mr./Ms. Hearing Examiner or Examiner (surname).
5. Except by leave of the Hearing Examiner, all communications to the Hearing Examiner should be made from a position at or beside counsel table or from the podium.
6. Counsel (or other party representative) should not approach opposing counsel (or other party representative), witnesses, the Hearing Examiner, or the Hearing Reporter without leave of the Hearing Examiner. If it becomes necessary for counsel (or other party representative) to confer with the Hearing Examiner, permission should be obtained.
7. Counsel (or other party representative) should refrain from making disparaging remarks or displaying ill will toward other counsel or party representative and from causing or encouraging any ill feeling among the parties.
8. Counsel and parties are to refrain from making gestures, facial expressions, or audible comments as manifestations of approval or disapproval of testimony or argument.
9. Arrangements with the Office of the Hearing Examiner for the use of tripods or other visual aids should be made sufficiently in advance of the need so that they may be set up while the hearing is not being conducted.
10. Only one attorney (or other party representative) may examine or cross-examine a witness.
11. Only one attorney (or other party representative) for each party may object to the testimony of a witness being questioned by an opposing party. The objection must be made by the attorney (or other party representative) who has conducted or is to conduct the examination of the witness.
12. Examination of a witness should be limited to questions addressed to the witness. Counsel (or other party representative) are to refrain from making extraneous statements, comments, or remarks during examination.