

**State of Vermont  
Agency of Transportation**

**TELEPHONE HEARING INSTRUCTIONS**

IMPORTANT - PLEASE READ ALL OF THESE INSTRUCTIONS

This notice provides important instructions about your upcoming hearing. At the time scheduled for your hearing, you must be prepared to present your complete case before the Hearing Examiner.

**ALL HEARINGS ARE RECORDED AND  
ALL SWORN TESTIMONY WILL BE TAKEN UNDER OATH.**

TELEPHONE HEARING INSTRUCTIONS

We schedule telephone hearings for your convenience. You or your attorney must provide a telephone number where you can be reached on the day /time for your hearing. If you do not provide a telephone number, your hearing will not be held- it will be canceled, and the decision of the Hearing Examiner will reflect that you did not appear for your scheduled hearing. If you receive notice of a telephone hearing and you would prefer to appear in person, please submit the request to appear in person in writing to our offices as soon as possible.

ON THE DAY OF YOUR HEARING

Make sure you are available at the telephone number you provided at the time of the hearing. Have all documents (exhibits) that were mailed to you readily available for you to refer to during the hearing. You may wish to have a pen and paper available to take notes. Be sure to speak clearly and in a loud voice so that your testimony may be properly recorded. Do not interrupt when another party is talking, the Hearing Examiner will be sure you are given the opportunity to present your case in its entirety. If a witness is testifying for you, do not coach them or tell them what to say, instead allow them to testify from their own personal recollection of the facts.

You have the right to be represented by an attorney to assist in the presentation of your case. If you have an attorney representing you, he/she may issue subpoenas to compel the testimony of witnesses. If you have witnesses testifying, it is your responsibility to arrange for them to give testimony.

No postponements of this hearing will be granted except for with good cause. Any request for a continuance that is made during the week of the hearing will only be allowed in emergency circumstances.

If you do not understand what your rights are with regard to this hearing, please call our office or your attorney for more information.

AFTER YOUR HEARING

The Hearing Examiner that heard your case will issue a decision in writing and that decision will be sent to you via first-class mail. Be certain that the address we have on file for you is the correct mailing address.

If you disagree with any part of the decision of the Hearing Examiner, you have the right to appeal the decision through the Vermont Superior Court. Information regarding the appeals process will be sent with your decision.