

CASE NAME: _____

AGENCY CASE No. _____ OAH CASE No. _____

PART 1: WITNESS LIST

Before an evidentiary hearing, a hearing officer may require a party to prepare a disclosure statement containing a list of all the witnesses the party will call to testify, including the witnesses' contact information and a brief description of the subject matter of the witnesses' expected testimony.

Note: *Additional information and/or documents may be needed for "expert" witnesses; please follow your hearing officer's instructions for additional information and/or documents that might be needed, and please provide such information and needed documents using this form.*

If you need additional space to list all witnesses, complete and attach an additional Witness List.

Example

1. Name <i>John Doe</i>	2. Telephone Number <i>(123) 456-7890</i>	3. Email Address <i>JohnDoe@Gmail.com</i>
4. Subject Matter of Expected Testimony <i>John Doe will testify regarding the poor workmanship and poor installation of the Garage Door. Mr. Doe will also testify regarding the invoices and change orders for the project.</i>		

Witness

1. Name	2. Telephone Number	3. Email Address
4. Subject Matter of Expected Testimony		

Witness

1. Name	2. Telephone Number	3. Email Address
4. Subject Matter of Expected Testimony		

Witness

1. Name	2. Telephone Number	3. Email Address
4. Subject Matter of Expected Testimony		

PART 2: EXHIBIT LIST

Before an evidentiary hearing, a hearing officer may require a party to prepare a disclosure statement containing a list of all the exhibits that the party will use at the hearing.

Note: *All exhibits listed below must be provided to all parties to the hearing on or before the date set by the hearing officer.*

If you need additional space to list all exhibits, complete and attach an additional Exhibit List.

Example	
1	Contract for new garage door.
2	Invoice #10001 – Cost for garage door replacement.

Exhibit	Exhibit Name

PART 3: ACKNOWLEDGEMENT & SIGNATURE

Please attach this certificate of service for your case indicating that you have served all individuals with this witness list and/or exhibit list.

I certify that the above information is true and correct and that I will serve a copy of this disclosure and any exhibits listed in Part 2 to all parties to the hearing and the hearing officer.

I acknowledge and understand that if I fail to properly disclose a witness or exhibit, the hearing officer may:

- Order that certain witnesses or exhibits not be used at the hearing;*
- Order that a particular fact is or is not established for the record;*
- Order that a charge, a defense, a claim, or some portion thereof, be dismissed; or*
- Order that some other action be taken in the case to address the lack of disclosure.*

I am the (check one): Petitioner Respondent

_____	/s/	_____
Print Name	Signature	Date
	(type or sign)	