

**DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL**

Administrative Hearing Office

P.O. Box 348210

Sacramento, CA 95834-8210

(916) 928-7629

**ORDER REQUIRING
VIDEO CONFERENCE HEARINGS**

Effective immediately, in response to the pandemic caused by the coronavirus and declared state emergency orders, the following procedures shall apply to all hearings before the Administrative Hearing Office (AHO) of the Department of Alcoholic Beverage Control.

1. Until further notice no in-person hearings will be conducted. Any exception will require prior written approval from the Administrative Hearing Office (AHO).
2. All hearings will be conducted by video conference.
3. The Administrative Law Judge, Department attorney, each party to the action and/or the party's attorney, witnesses and the court reporter should all have separate video connections, either by computer or other means.
4. The official record of the hearings will be a transcript taken by the court reporter who will also be connected via the video conference.
5. Each party will be required to present their exhibits to the other party and the Administrative Hearing Office a minimum of five working days prior to the hearing. Exhibits may be sent via scan and/or email. If hard copy documents are mailed, the party is required to ensure timely mailing so that all parties have received a copy at least five working days prior to the hearing. Each exhibit shall have page numbers for ease of reference.
6. Each party is required to provide video and audio of any witness testimony the party - presents during the course of the hearing.

IT IS SO ORDERED

December 7, 2020

A handwritten signature in black ink, appearing to read "John W. Lewis", written over a horizontal line.

John W. Lewis
Chief Administrative Law Judge