

**DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL**

Administrative Hearing Office

P.O. Box 348210

Sacramento, CA 95834-8210

(916) 928-7629

**VIDEO CONFERENCE HEARING  
PROCEDURES FOR PARTIES**

1. 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.
2. The official record of the hearing will be a transcript taken by the court reporter who will also be connected via the video conference.
3. Each party will be required to provide their email address to the Administrative Hearing Office. A video conference link and exhibit upload link will be provided to the parties by the hosting court reporting firm. Each party must upload their exhibits to the video conference and exhibit upload links a minimum of five working days prior to the hearing. 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. The parties shall mark their exhibits as follows: in matters relating to accusations the Department shall mark their exhibits numerically, and the Respondent alphabetically; for protest matters the Department shall mark their exhibits D1 and so on, the Applicant A1 and so on, and the Protestant(s) P1 and so on. If more than one protestant sends exhibits to AHO (and the other parties) they shall coordinate the marking of their exhibits to avoid duplicate exhibit numbers. Note: If this relates to a continued hearing where the parties submitted prior exhibits, their exhibit numbering shall be in sequential order.
4. Each party will be required to provide video and audio of any witness testimony the party presents during the course of the hearing.
5. A subpoena issued to a witness to appear at a hearing shall include the following procedures in lieu of the place for the witness to appear.

“This matter is set for hearing by remote appearance via Zoom. You must have an electronic device with an internet connection. You must contact the person requesting your appearance prior to the hearing date to receive the specific video meeting ID or web link and connect to the video conference link in order to appear at the hearing. If you do not

have the ability to appear, you must immediately contact the party requesting your appearance so that accommodations can be made.”

The subpoena shall also include the contact information of the person requesting the appearance of the witness.