



OFFICE OF STATE ADMINISTRATIVE HEARINGS

225 Peachtree Street, NE, Suite 400
Atlanta, Georgia 30303

BRIAN P. KEMP
GOVERNOR

MICHAEL MALIHI
CHIEF JUDGE

Hearings by Telephone or Video

Judges at the Office of State Administrative Hearings (OSAH) are equipped to engage in administrative hearings by phone or video. OSAH uses an application called **GoToMeeting**, which can connect the litigants and the Judge by phone or by video. Here's how it works:

Phone

- OSAH gives you a call-in number and a unique access code. This information will appear on a Notice of Hearing or Continuance Order, along with the date and time to call in. You do not need to download the GoToMeeting App; you simply call the number and punch in the access code.
- If you have witnesses you wish to question during the hearing, it is your responsibility to share the call-in information and access code with those individuals.
- Prior to the scheduled phone hearing, you must submit copies of your exhibits to both the Court and the opposing party. **Your Judge will give you a deadline for submitting these exhibits – carefully review all Notices and Orders for this and any other instructions.**

Video

- Parties interested in appearing by video can submit a request to the Judge's Assistant.
- If all participants are willing to use video, you will be sent a link to access GoToMeeting. **You will need to download the app in order to use the video feature.**
- As a practical matter, laptops and tablets are easier to use than smartphones. However, any device that has a camera can use GoToMeeting's video application.
- If you have witnesses you wish to question during the hearing, it is your responsibility to share the link with those witnesses and ensure they have video access.
- Prior to the scheduled video hearing, you must submit copies of your exhibits to both the Court and the opposing party. **Your Judge will give you a deadline for submitting these exhibits – carefully review all Notices and Orders for this and any other instructions.**

Note: Under Georgia law, all parties to a case must consent to the conduct of an administrative hearing by remote telephonic communications. O.C.G.A. § 50-13-15(5); Ga. Comp. R. & Regs. 616-1-2-.22(4). It is your right to have an in-person hearing. If you object to a phone or video hearing, please submit your written objection to OSAH at least two (2) business days before the scheduled hearing.