

VIDEO REMOTE HEARINGS, EXHIBIT SUBMISSIONS

How to Prepare for or Request a Video Hearing

- A party wishing to request a Video Remote Hearing (“VRH”) must contact the opposing side and get agreement
- Once there is agreement to a VRH, a party will submit an Emergency Hearing request form – electronically only through WFMS Online Services. **If the claim is already scheduled for an onsite hearing, you must also submit a Request for Continuance of that hearing, noting the VRH as the justification.**
- The party must include, in the **Justification** section of the Emergency Hearing request form, a statement that the parties have agreed to a VRH. They must also include the names, email addresses & telephone numbers of all parties as well as names & email addresses of other witnesses to be invited. Also indicate if an interpreter is needed and which language. The filing party will be contacted if there is an issue or question about the interpreter.

If a Request for Continuance of Hearing form is filed for a scheduled VRH, the filing party must include in the Justification section of the Request for Continuance, a statement that the parties agree to the hearing being reset as a VRH. If this verbiage is not included, the

- hearing will be reset in the normal course as in-person and a new Request for Emergency Hearing form will have to be filed as outlined above.
- All parties should review the Exhibits prior to the hearing.

Technical Information & Additional Requirements

The Microsoft Teams app (or latest version of Edge or Chrome) is required to participate in a video hearing. The Teams app is recommended for all and is required for iPhone/Android telephones, iPad or Mac. Participation via PC is available as “join by web” only using Edge or Chrome as your default browser. A camera and microphone is required for video participation. Join by web has fewer options and needs more bandwidth than Teams. You can download the app in advance of the hearing via the Apple or Android app store at no cost.

When the case is scheduled, a Court Reporter will issue a Microsoft Teams email invite to all participants. Joining the VRH is accessed by clicking on the Join Microsoft Teams Meeting link in the invitation. You may install the Teams app in advance by selecting the link and choosing to download/install Teams.

Joining the VRH by video is required. Claimant/witness participants may not join via audio only. If appropriate, other participants who do not have audio/video capability may talk and listen through their phone. Most smartphones are audio/video capable and there is a Teams for iPhone and Android.

Scheduled times of the VRH are approximate and participants must remain ready to begin the hearing at any time after the assigned time. You will wait in the “lobby” until admitted.

Exhibits and Claimant's Consent to Pay Fees and Costs Submissions

*Detailed instructions for uploading Exhibits and Claimant's Consent to Pay Fees & Costs, new Claimant's Affidavit in Support of Settlement form follow this page. Please use current version Google Chrome or Microsoft's new Chromium Edge web browser for our site. Review your Exhibit file to assure it DOES NOT contain information additional to what you intend for all parties to view in advance of the hearing. Once uploaded, all parties may view the Exhibit. **Reminder: All Exhibits must have an initial contents/summary page preceding the exhibit documents***

- All parties must submit their Exhibits to the Commission through WFMS Online Services using the Exhibits and Claimant's Consent to Pay Fees and Costs upload **at least 3 business days prior to the hearing.** All parties must also email their Exhibits to opposing counsel at least 3 business days prior.
- Claimant's Consent to Pay Fees & Costs must be submitted separately from your exhibits. The signed Claimant's Consent to Pay Fees & Costs (WCC form H44 03/2018) is uploaded. DO NOT submit the Claimant's Consent to Pay form with Exhibits.
- Upon submission, please verify your Exhibit via Online Services View Claim Documents. **Each uploaded file will appear as a separate Exhibit in the Documents list.** Questions about exhibit files should be sent to websupport@wcc.state.md.us.
- Uploaded files are visible quickly after processing in WFMS Online Services to listed parties in a claim. Please confirm via View Claim Documents to ensure your submission was successful.
- A Commissioner may permit a supplemental exhibit(s) or other document to be submitted including those for impeachment purposes. Immediate access to such documents for all parties will be required (email, text, etc.).
- The Claimant's Affidavit in Support of Settlement is submitted via a new online form and is not part of the uploads.