

**State of Vermont
Hearings Section**

219 N. Main St.

Barre, VT 05641

dmv.vermont.gov/hearings

Agency of Transportation

AOT.Hearings@vermont.gov

[phone] 802-622-1313

[ttd] 800-253-0191

Procedure for Remote Hearings Conducted by Vermont Agency of Transportation Hearings Section

1. Hearings will be held via Microsoft Teams. This is an audio/visual platform that allows for video conferencing. Participants are not required to have a paid subscription to Microsoft products to participate in Teams; however, a free application/program may need to be downloaded to their device.
2. In order to participate via Teams, an email address must be provided for all participants. Those emails should be forwarded to the Hearings Section (AOT.Hearings@vermont.gov) no less than 7 days prior to the hearing. An invite to the Teams meeting will be sent to all participants at least 5 days prior to the hearing.
3. In addition to the hearing, a test meeting will be set up to ensure that the platform will work for all parties. This meeting is not a requirement, but parties are encouraged to attend to ensure that there will be no technical difficulties at the time of the hearing.
4. The Hearings Section recognizes that there are many different reasons why video-conferencing may not be feasible for an individual. There will be an option to call in to the hearing via telephone. This number will be provided to all parties at the time the meeting email is sent out. If a party does not have an email address, please contact the Hearings Section at (802) 461-6249 in order to obtain the information required to participate in the hearing.
5. Remote hearings shall be treated with the same decorum as afforded a personal appearance hearing. Please take steps to minimize background noise and to devote your full attention to the proceedings. The Hearings Section recognizes that there may be extenuating circumstances that require your attention and ask that you communicate with us regarding these circumstances; we want to work with you to facilitate a hearing where everybody has the opportunity to effectively communicate and be heard.
6. During the hearing, those not speaking shall keep their microphones on mute. Control over the screen may be given to different presenters at times in the hearing and will be controlled by the Hearings Examiner.
7. If you encounter technical difficulties during the hearing let us know as soon as possible. If you are unable to communicate the issues on the video platform, please email AOT.Hearings@vermont.gov or call/text (802) 461-6249 to alert the Hearings Examiner.
8. Hearings shall be recorded by the Hearings Examiner.
9. Contact the Hearings Section with any questions or concerns. The intention of a remote hearing is to provide an opportunity for all parties to be heard, present evidence, and question the other party while conforming with ongoing guidance for best practices for remote working and physical distancing. If either party is unable or unwilling to follow the guidelines provided in this document, further review on the situation will be made by the Hearings Section in conjunction with the Commissioner of the Department of Motor Vehicles.