**Virtual Instructions for Trial**

All attorneys and non-attorney representatives will receive an email invitation from the court reporter with instructions on logging into the virtual trial.

The court reporter is required to set up a separate breakout room for each party for their use as needed.

The court reporter is required to set up a waiting room and all participants and witnesses should be initially admitted only into the waiting room.

Not more than 10 minutes before the hearing is scheduled to start, the court report may move the individuals listed in Paragraph A from the waiting room into the main room. When the virtual trial begins, all individuals listed in Paragraph A should be in the main room.

Judge Gatto requires all witnesses to remain in the waiting room until the court reporter brings them in individually as they are called to testify. Therefore, the court reporter must leave all witnesses listed in Paragraphs B and C in the waiting room until they are individually called to testify.

**It is the responsibility of the lead attorney or non-attorney representative for each party to provide the instructions on logging into the virtual trial to the parties, witnesses, participants, and non-participants.** No later than **14 days** **before** trial, the parties must jointly complete and file with the court and the court reporter the attached *Virtual Instructions* form.

UNITED STATES OF AMERICA

**OCCUPATIONAL SAFETY AND HEALTH REVIEW COMMISSION**

|  |  |
| --- | --- |
| SECRETARY OF LABOR,Complainant, |  |
|  |
| v. | OSHRC Docket No.  |
| ,Respondent. |  |

**VIRTUAL INSTRUCTIONS FORM**

**A. Attorneys or Non-Attorney Representatives and Clients**

1. Complainant’s Counsel and Client

Name: Click or tap here to enter text

Email address: Click or tap here to enter text

Telephone number: Click or tap here to enter text

Role of the individual in the trial: Click or tap here to enter text

Name: Click or tap here to enter text

Email address: Click or tap here to enter text

Telephone number: Click or tap here to enter text

Role of the individual in the trial: Click or tap here to enter text

2. Respondent’s Counsel/Non-Attorney Representative and Client:

Name: Click or tap here to enter text

Email address: Click or tap here to enter text

Telephone number: Click or tap here to enter text

Role of the individual in the trial: Click or tap here to enter text

Name: Click or tap here to enter text

Email address: Click or tap here to enter text

Telephone number: Click or tap here to enter text

Role of the individual in the trial: Click or tap here to enter text

Name: Click or tap here to enter text

Email address: Click or tap here to enter text

Telephone number: Click or tap here to enter text

Role of the individual: Click or tap here to enter text

**B. Witnesses - Complainant**

Name: Click or tap here to enter text

Email address: Click or tap here to enter text

Telephone number: Click or tap here to enter text

Role of the individual: Click or tap here to enter text

Name: Click or tap here to enter text

Email address: Click or tap here to enter text

Telephone number: Click or tap here to enter text

Role of the individual: Click or tap here to enter text

2. Respondent:

Name: Click or tap here to enter text

Email address: Click or tap here to enter text

Telephone number: Click or tap here to enter text

Role of the individual: Click or tap here to enter text

Name: Click or tap here to enter text

Email address: Click or tap here to enter text

Telephone number: Click or tap here to enter text

Role of the individual: Click or tap here to enter text

Name: Click or tap here to enter text

Email address: Click or tap here to enter text

Telephone number: Click or tap here to enter text

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Email address: Click or tap here to enter text

Telephone number: Click or tap here to enter text

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Email address: Click or tap here to enter text

Telephone number: Click or tap here to enter text

Role of the individual: Click or tap here to enter text

Name: Click or tap here to enter text

Email address: Click or tap here to enter text

Telephone number: Click or tap here to enter text

Role of the individual: Click or tap here to enter text

**C. Witnesses - Respondent**

Name: Click or tap here to enter text

Email address: Click or tap here to enter text

Telephone number: Click or tap here to enter text

Role of the individual: Click or tap here to enter text

Name: Click or tap here to enter text

Email address: Click or tap here to enter text

Telephone number: Click or tap here to enter text

Role of the individual: Click or tap here to enter text

2. Respondent:

Name: Click or tap here to enter text

Email address: Click or tap here to enter text

Telephone number: Click or tap here to enter text

Role of the individual: Click or tap here to enter text

Name: Click or tap here to enter text

Email address: Click or tap here to enter text

Telephone number: Click or tap here to enter text

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