**Virtual Instructions**

**for**

**Settlement Conference**

All attorneys or non-attorney representativeswill receive notice from the court with instructions on logging into the virtual conference.

The court will set up a separate breakout room for each party for their use as needed.

The court will set up a waiting room and all participants should be initially admitted only into the waiting room.

**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.** Within **14 days** **before** trial, the parties must jointly complete and file with the Court the attached *Virtual Instructions* form.

Logo

Description automatically generatedUNITED 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. Other Participants - 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

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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

**C. Other Participants - 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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