



STATE OF HAWAII  
HAWAII LABOR RELATIONS BOARD  
Princess Keelikolani Building, 830 Punchbowl Street, Room 434, Honolulu, Hawaii 96813  
**INSTRUCTION SHEET FOR HLRB-17**  
**SAMPLE FORMAT FOR HIOSH INITIAL CONFERENCE STATEMENT**

**Instructions**

HLRB-17 is a sample format for an Initial Conference Statement for HIOSH contests filed with the Hawaii Labor Relations Board.

File the original and four copies of the Initial Conference Statement, by U.S. Mail or in person, with the Hawaii Labor Relations Board, Princess Keelikolani Building, 830 Punchbowl Street, Room 434, Honolulu, Hawaii 96813.

(Name of Party or Representative)  
(Address)  
(Telephone Number)  
(Attorney or Representative of Complainant, Respondent or Other Party)

STATE OF HAWAII  
HAWAII LABOR RELATIONS BOARD

In the Matter of	)	OSH NO.
(Name of Complainant),	)	INITIAL CONFERENCE STATEMENT OF
	)	(COMPLAINANT OR RESPONDENT)
Complainant,	)	
vs.	)	
(Name of Respondent),	)	
	)	
Respondent,	)	
and	)	
(Names of other parties)	)	
	)	
(Designation).	)	
_____	)	

INITIAL CONFERENCE STATEMENT OF (COMPLAINANT OR RESPONDENT)

COMES NOW (Name of Party), above-named, and hereby submits the following Initial Conference Statement in accordance with the Notice of Initial Conference, dated (Date of Notice) for purposes of an initial conference scheduled on (Date of conference) at (Time of conference).

STATEMENT OF ISSUES

- 1.
- 2.
- 3.

WITNESSES

(Name of party) designates the following individuals as witnesses:

- 1.
- 2.
- 3.

ESTIMATED LENGTH OF HEARING

It is anticipated that (# of hours) will be necessary to present (Name of party)'s case-in-chief.

DATED: Honolulu, Hawaii, \_\_\_\_\_.

\_\_\_\_\_  
(Name of party or representative)

(Name of Party or Representative)  
(Address)  
(Telephone Number)  
(Attorney or Representative of Complainant, Respondent or Other Party)

STATE OF HAWAII  
HAWAII LABOR RELATIONS BOARD

In the Matter of	)	OSH NO.
(Name of Complainant),	)	CERTIFICATE OF SERVICE
	)	
Complainant,	)	
	)	
vs.	)	
	)	
(Name of Respondent),	)	
	)	
Respondent,	)	
	)	
and	)	
	)	
(Names of other parties),	)	
	)	
(Designation).	)	
_____	)	

CERTIFICATE OF SERVICE

I hereby certify that a copy of the foregoing document was served upon the following by depositing a copy of the same in the United States mail, postage prepaid, addressed to:

(Name[s] and address[es] of other parties)

DATED: Honolulu, Hawaii, \_\_\_\_\_.

\_\_\_\_\_  
(Name of party or representative)