

OFFICE OF SPECIAL MASTERS

No.

Filed:

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Petitioner,

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v.

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SECRETARY OF THE DEPARTMENT
OF HEALTH AND HUMAN SERVICES,

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Respondent.

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ORDER

A hearing in this case is scheduled to be held at [TIME/TIME ZONE] on [DATE], in [CITY, STATE]. The parties will be notified of the exact location when arrangements have been confirmed. By no later than [DATE-no less than thirty days before the hrg], the parties shall file with the court [and fax to the Office of Special Masters at (202) 504-2007]:

- (1) a list of witnesses and a brief description of each witness' proposed testimony;
- (2) a list of exhibits;
- (3) a copy of any documents not contained in the records which will be relied upon at the hearing; and
- (4) a clear statement of agreed upon facts and a brief description of the issues which remain for decision.

Failure of a party to list a witness shall result, absent a showing of a compelling reason for the failure, in the exclusion of that witness' testimony at the hearing.

If any witnesses will be testifying by telephone, the parties shall inform the court by

no later than [DATE]. If the parties fail to notify the court or if the mode of participation changes, it is possible that the court will be forced to reschedule this hearing. Counsel should be prepared to use their telephone/credit card for any of their witnesses testifying by telephone. The court will pay for the phone charges only if both parties have witnesses on the line simultaneously so that it would be impossible to split the charges.

A formal prehearing conference will not be conducted unless requested by the parties. The parties are encouraged, however, to contact my law clerk, Jennifer Wright, at (202) 504-2183, with any questions or concerns.

IT IS SO ORDERED.

Gary J. Golkiewicz
Chief Special Master