

Sec. 31-272-5. Preparation of the case

(a) An authorized agent shall provide competent representation to a client. The authorized agent shall explain the proceedings and prepare the case with the client and any witnesses before the hearing is called, shall be acquainted with the facts and legal issues involved, and shall arrange for producing witnesses and documentary evidence for an Appeals Division hearing.

(b) An authorized agent shall make a reasonable effort to produce the testimony of the first-hand witnesses in the case.

(c) An authorized agent who wants to inspect or review a case file may do so prior to the date of the Referee's hearing. If it is necessary for the agent to review the file on the day of the hearing, the agent must make arrangements with the Appeals Division in advance of the scheduled hearing time.

(d) An authorized agent shall not delay the hearing or disturb the progress of other cases or the functioning of the Appeals Division in an effort to view a case file or consult with its client or witnesses.

(e) An authorized agent shall send all proposed documentary evidence or written materials the party wishes to introduce during the hearing to the Appeals Division office conducting the hearing, and to each other party, in time to ensure receipt of the documents at least twenty-four (24) hours prior to the time of the scheduled hearing or such evidence may be excluded pursuant to Section 31-237g- 30(k) of the Regulations of Connecticut State Agencies.

(f) An authorized agent shall describe on the last page of each motion, request and written document sent to the Appeals Division when and how a copy of the document was sent to each other party and representative, pursuant to 31-237g-10(a)(7) of the Regulations of Connecticut State Agencies.

(Effective July 1, 1992; Amended June 3, 2021)