

**481—10.20(17A) Hearing procedures.**

**10.20(1)** When an ALJ has been appointed as the presiding officer in a contested case, the ALJ may:

- a.* Rule on motions;
- b.* Preside at the hearing;
- c.* Require the parties to submit briefs;
- d.* Issue a proposed decision; and
- e.* Issue orders and rulings to ensure the orderly conduct of the proceedings.

**10.20(2)** All objections to procedures, admission of evidence or any other matter shall be timely made and stated on the record.

**10.20(3)** Parties in a contested case have the right to participate or to be represented in all hearings or prehearing conferences related to their case. Partnerships, corporations or associations may be represented by any member, officer, director or duly authorized agent. Any party may be represented by an attorney or as otherwise authorized by law.

**10.20(4)** Parties in a contested case have the right to introduce evidence on points at issue, to cross-examine witnesses present at the hearing as necessary for a full and true disclosure of the facts, to present evidence in rebuttal and to submit briefs.

**10.20(5)** The ALJ shall maintain the decorum of the hearing and may refuse to admit or may expel anyone whose conduct is disorderly or disruptive.

**10.20(6)** Witnesses may be sequestered during the hearing.

**10.20(7)** The ALJ shall conduct the hearing in the following manner:

- a.* The ALJ shall give an opening statement briefly describing the nature of the proceeding;
- b.* The parties shall be given an opportunity to present opening statements;
- c.* Parties shall present their cases in the sequence determined by the ALJ;
- d.* Each witness shall be sworn or affirmed by the ALJ or the court reporter, and be subject to examination. The ALJ may limit questioning consistent with Iowa Code section 17A.14;
- e.* The ALJ has the authority to fully and fairly develop the record and may inquire into the matters at issue and shall receive in evidence the testimony of witnesses and any documents which are relevant and material; and
- f.* When all parties and witnesses have been heard, parties shall be given the opportunity to present final arguments.

This rule is intended to implement Iowa Code sections 17A.11 to 17A.14.