

**871—26.6(17A,96) Notice of hearing.**

**26.6(1)** A notice of hearing shall be sent by first-class mail or via email to all parties at their last-known address at least ten calendar days in advance of the hearing date and shall include:

*a.* The date, time and place of an in-person hearing, or the date and time of a telephone hearing, including instructions for contacting the appeals bureau in advance of the hearing to provide the names and telephone numbers of all participants and witnesses; and

*b.* The nature of the hearing, including the legal authority and jurisdiction under which the hearing is held; and

*c.* A statement of the issues and the applicable sections of the Iowa Code or Iowa Administrative Code; and

*d.* A description of the administrative law judge who will serve as presiding officer.

**26.6(2)** The ten-day notice of hearing may be waived upon the agreement of the parties.

**26.6(3)** An in-person hearing shall be scheduled in the following workforce development centers: Burlington, Carroll, Cedar Rapids, Creston, Council Bluffs, Davenport, Decorah, Des Moines, Dubuque, Fort Dodge, Mason City, Ottumwa, Sioux City, Spencer, Storm Lake, and Waterloo.

**26.6(4)** A hearing shall be scheduled promptly and shall be conducted by telephone unless a party requests that it be held in person. A request for an in-person hearing may be denied if factors such as the distance between the parties, the number of parties or the health of any party make it impractical or impossible to conduct a fair hearing in person. An in-person hearing may be scheduled at the discretion of the presiding officer to whom the contested case is assigned or by the manager or chief administrative law judge of the appeals bureau. The party requesting an in-person hearing will ordinarily be required to travel the greater distance if all parties are not located near the same hearing site. As a matter of discretion, the appeals bureau may schedule an in-person hearing at a regular hearing site approximately equidistant from the parties. In the discretion of the presiding officer to whom the contested case is assigned, or the manager or chief administrative law judge of the appeals bureau, witnesses or representatives may be allowed to participate via telephone in an in-person hearing.

**26.6(5)** Whenever it appears that other parties should be joined to dispose of all issues in a contested case, the presiding officer shall so order and shall grant such continuance and hold such additional proceedings, upon notice to all parties, as may be necessary.

**26.6(6)** Any number of appeals involving similar issues of law or fact may be consolidated for hearing so long as no substantial rights of any party would be prejudiced by so doing.

**26.6(7)** Any party may appear in any proceeding. Any partnership, corporation, or association may be represented by any of its members, officers, or a duly authorized representative. Any party may appear by, or be represented by, an attorney-at-law or a duly authorized representative of an interested party.

**26.6(8)** Where a party not attending the hearing will be represented by another person, such person shall submit written proof of such representation, signed by the party such person purports to represent, at least three days before the hearing to the presiding officer.

[ARC 1276C, IAB 1/8/14, effective 2/12/14; ARC 3009C, IAB 3/29/17, effective 5/3/17; ARC 3343C, IAB 9/27/17, effective 11/1/17]