

**COMMONWEALTH OF PENNSYLVANIA
GOVERNOR'S OFFICE
PENNSYLVANIA HUMAN RELATIONS COMMISSION**

Complainant	:	
	:	
	:	
v.	:	PHRC Case No.
	:	EEOC Case No.
	:	
Respondent	:	

[Party]'s ¹
PRE-HEARING CONFERENCE REPORT

I. CAPTION

- The caption, as set forth above, is correct.
- The caption, as set forth above, should be amended as follows for the following reason(s):

II. PROCEDURAL HISTORY OF THE CASE

III. SUMMARY OF THE POSITIONS OF THE PARTIES

State briefly a summary of the filing party's view of the case, highlighting the legal and factual issues presented:

¹ The parties are encouraged to meet and confer in order to discuss the matters contained herein prior to filing the Pre-Hearing Conference Report. Parties who meet and confer may file a Joint Pre-Hearing Conference Report noting any areas of disagreement. Additional pages may be attached where necessary to provide a complete response.

IV. DISCOVERY

- A. State the type and amount of discovery the filing party anticipates needing:

- B. State how much time the filing party anticipates needing to complete discovery. If more than three months is requested, good cause must be shown.

V. TIME NEEDED FOR PUBLIC HEARING

- Filing party anticipates a half day or less will be needed to present his/her/its/their case.

- Filing party anticipates a full day will be needed to present his/her/its/their case.

- Filing party anticipates days will be needed to present his/her/its/their case.

VI. COUNTY IN WHICH ALLEGED OFFENSE WAS COMMITTED

Pursuant to 43 P.S. § 959(d), the county in which the alleged offense was committed is

VII. WAIVER OF IN-PERSON PUBLIC HEARING

- Filing party requests an in-person public hearing pursuant to 43 P.S. § 959(d).
- Pursuant to 16 Pa. Code § 42.101(d), filing party waives his/her/its/their right to an in-person public hearing under 43 P.S. § 959(d) and consents to a remote public hearing via videoconference.

VIII. CONSENT TO SERVICE BY EMAIL

- On behalf of the filing party, the undersigned **consents** to service of all orders, notices, motions, and other documents in this matter via email at the following address(es):

Consent to receive documents by email means that documents in this matter will no longer be mailed. On behalf of the filing party, the undersigned agrees to promptly notify the Office of the Hearing Examiner at ra-hradjudication@pa.gov of any changes to my email address.

- On behalf of the filing party, the undersigned **does not consent** to service of all orders, notices, motions, and other documents in this matter via email. Service will be accomplished upon filing party via first-class mail. The filing party understands that other parties may consent to service by email in which case those parties will receive service more quickly.

IX. STIPULATIONS

In an effort to promote the efficient administration of justice and allow the focus of the matter to be placed on genuinely disputed factual or legal issues, the parties shall diligently consider and identify areas of agreement and disagreement below.

Filing party stipulates to the following facts:

Filing party disputes the following facts:

Filing party stipulates to the following legal issues/conclusions of law:

Filing party disputes the following legal issues/conclusions of law (add supplemental pages as necessary):

X. PRELIMINARY WITNESS LIST

For purposes of the public hearing, identify each anticipated witness and summarize the witness's anticipated testimony:

XI. PRELIMINARY EXHIBIT LIST

For purposes of the public hearing, identify each document or object that filing party anticipates offering into evidence:

XII. OTHER PRELIMINARY MATTERS

Identify any other matters that will aid in the orderly disposition of this matter that the filing party requests to address at the pre-hearing conference:

Dated:

By:

Party Name:

Counsel for:

Address:

City/State/Zip:

Telephone No.:

Email Address: