



FREEDOM OF INFORMATION



Connecticut Freedom of Information Commission • 18-20 Trinity Street, Suite 100 • Hartford, CT 06106
 Toll free (CT only): (866) 374-3617 Tel: (860) 566-5682 Fax: (860) 566-6474 • www.ct.gov/foi • email: foi@ct.gov

Information Regarding Remote Hearings

In response to the ongoing COVID-19 pandemic and the State's response to it, the Freedom of Information Commission ("FOIC") is conducting remote contested case hearings on the record. The hearings are being conducted using the **Microsoft Teams platform**. All parties will receive a notice describing the contested case hearing procedures along with the information needed to participate in the hearing.

If your notice indicates you have been scheduled for a TELEPHONIC hearing, then the dial-in information will be contained with the notice. If your notice indicates you have been scheduled for a REMOTE hearing, then you will receive an email in the days before your hearing date that contains the meeting connection link.

For REMOTE hearings: The Microsoft Teams application can be downloaded onto a mobile device or your computer. If you do not want to download the application, you can still join the meeting through the internet. Whether you download the application or join through the web, you **MUST** have an internet connection, video camera and microphone to participate. (Please note: **For best results** and optimal participation, it is recommended that the Microsoft Teams application be downloaded onto your device.)

If you do not have an internet connection, video camera or microphone, follow the instructions in your hearing notice and contact the Commission's office.

Parties **MUST** review [Microsoft Teams instructional](#) materials prior to the remote contested case hearing.

For instructional materials, click [here](#).

The remote contested case hearings of the FOIC are open to the public. Members of the public may obtain dial-in information by visiting the FOIC's website and reviewing the [Contested Case Hearings Agenda](#). If you are not a participant in the case but would like to view the hearing as it occurs, please contact the Commission's office to request a copy of the Microsoft Teams video link. Nonparticipants are instructed to keep their camera OFF and MUTE their microphone to not cause interference in the proceeding.

Members of the public may download the audio of the contested case hearing recording which will be posted on the [Commission's website](#).

Since 1975



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If you experience technical difficulties when trying to join a remote contested case hearing, please contact the FOIC office at (860) 566-5682.

All parties are reminded that the Commission's office remains closed to the public. **Do not** report to the FOIC office on the date of the scheduled hearing.

This notice is subject to change. Please check back regularly for updates.

Note: Connecticut's courts are also using the Microsoft Teams platform to conduct certain court matters remotely. For more information about using the Microsoft Teams platform you may visit the [Remote Hearings Guide](#) prepared by the Judicial Branch. Click here: [Link](#) (The Commission is NOT part of the Judicial Branch, so some of the information may not pertain to the Commission's hearings.)

Click [HERE](#) for a general video explaining how to join a meeting on Microsoft Teams.