WAC 242-03-540 Prehearing conference—Purpose. The purpose of a prehearing conference is to:

(1) Determine the feasibility of and encourage settlement of the matter or any portion thereof and provide information about mediation as set forth in WAC 242-03-575;

(2) Obtain a stipulation of relevant facts including the board's statutory authority to consider the matter, the petitioner's standing in the matter, and the timeliness of the petition for review;

(3) Obtain agreement as to the issues of law and fact presented and their clarification, simplification, limitation, or resolution, so as to frame the final issues to be decided by the board;

(4) Rule on any pending matters of intervention, consolidation, or the qualification of individual board members or the composition of the panel;

(5) Determine the witnesses, if any, that may be allowed to be called by the parties;

(6) Set the final case schedule for filing motions, deadlines for briefing, and date and time of the hearing on the merits;

(7) Determine the approximate time necessary for the presentation of evidence and/or argument of the respective parties;

(8) Obtain all other information which may aid in the prompt disposition of the matter; and

(9) Resolve procedural issues concerning service of documents by email or by mail in light of technical capabilities or other circumstances.

[Statutory Authority: RCW 36.70A.270. WSR 25-07-032, s 242-03-540, filed 3/11/25, effective 4/11/25; WSR 23-11-077, § 242-03-540, filed 5/17/23, effective 6/16/23. Statutory Authority: RCW 36.70A.270(7). WSR 11-13-109, § 242-03-540, filed 6/21/11, effective 7/22/11.]