

The examination or questioning of each witness in a hearing generally follows these steps:

- 1) Direct Examination:** questioning of the witness by the party that invited him/her to testify;
- 2) Cross-examination:** questioning of that witness by the other parties;
- 3) Redirect Examination:** an opportunity for the party to ask additional questions to its own witness, but solely to help clarify any new matters that may have been brought up during cross-examination.

In all phases of questioning, parties should not ask questions in a way that puts words into the mouth of the witness or that suggests the answer, a tactic known as “leading” the witness. Panel members are encouraged to learn more about proper questioning of witnesses.

Example applicable to a typical case where the burden of proof is on the appellant:

#### **APPELLANT’S WITNESS #1:**

- Direct examination by appellant
- Cross-examination by respondent
- Cross-examination by affected parties (if any)
- Redirect by appellant

**ALL OTHER WITNESSES OF THE APPELLANT, each in the same order as above.**

#### **RESPONDENT’S WITNESS #1:**

- Direct examination by respondent
- Cross-examination by claimant
- Cross-examination by affected parties (if any)
- Redirect by respondent

**ALL OTHER WITNESSES OF THE RESPONDENT, each in the same order as above.**

#### **AFFECTED PARTY’S WITNESS #1:**

- Direct examination by affected party
- Cross-examination by claimant
- Cross-examination by respondent
- Cross-examination by other affected parties (if any)
- Redirect by affected party

**ALL OTHER WITNESSES OF THE AFFECTED PARTY, each in same order as above.**

If more than one affected parties wish to cross-examine witnesses or present its own witnesses, the order in which they will do so can be predetermined by the panel as it sees fit.

**NOTE:** This document is provided for information purposes only and is not intended as legal advice.