



DEPARTMENT OF CODES & REGULATIONS
LOUISVILLE, KENTUCKY

GREG FISCHER
MAYOR

ROBERT KIRCHDORFER
DIRECTOR

Instructions and Tips for a Hearing WebEx

1. Prior to the hearing Date, please ensure your internet connection that will be used for the during of the hearing is stable. A direct line to a modem is ideal, but if you are using Wi-Fi, please make sure you in a location for optimal use. **Use of phone data alone is strongly discouraged.**
2. Parties are responsible for aiding or ensuring their lawyer and respective witnesses can connect to the hearing.
3. Headphones with a mic built in or external speakers/microphone greatly improve the quality of audio, and therefore aid in a smoother hearing and recording. Prior to the hearing, I ask individuals to check their levels through the setting.
4. Parties will be given a specific time to log into the Hearing. Once you are logged in, you will be muted at that point. When your case number is called, you will be unmuted.
5. Parties and witnesses will be required to have their video on. Please also ensure this feature is fully functional.
6. The audio and visual aspects will be recorded. The recording will then be uploaded for the public to view.
7. If you wish to submit photos and/or video materials regarding a case, please submit them by 4:30 P.M. on the Tuesday before the meeting. Photos and/or videos may be submitted to Dewayne Fields by contacting him via the [online form](#) or by calling **502-574-3150**.
8. If you are disconnected for any reason, you will have 5 minutes to reconnect. If you do not reconnect before the expiration of the 5 minutes the Hearing Officer will make a decision based off the evidence provided.
9. Participants and residents are strongly encouraged to join the meeting virtually. However, to accommodate those with limited technology access, people can also view and participate in the Old Jail Building, 514 W. Liberty Street, Louisville KY 40202.
10. All decisions will be mailed to the address on file. Any questions or concerns please contact Dewayne Fields at Dewayne.fields@louisvilleky.gov.

WWW.LOUISVILLEKY.GOV

METRO DEVELOPMENT CENTER 444 SOUTH FIFTH STREET SUITE 200 LOUISVILLE, KENTUCKY 40202
OFFICE: 502.574.2508 / FAX: 502.574.1334