

## **Office of Administrative Law Judges Caucus Room Policy**

The Commission's hearing suite has two small rooms that are commonly referred to as trial preparation rooms or caucus rooms (Caucus Rooms). Effective immediately, the Office of Administrative Law Judges will no longer allow participants to reserve Caucus Rooms for any purpose. This includes other rooms at the Commission that were not previously used as Caucus Rooms including hearing rooms and conference rooms. Accordingly, all reservations previously made are terminated.

Caucus Rooms may only be used as short-term meeting rooms on a first-come, first-serve basis. The rooms may not be reserved or used for the storage of any items. Items that are left unattended may be removed and disposed of by Commission staff.