



HEARING MANAGEMENT SYSTEM FREQUENTLY ASKED QUESTIONS



Q WHAT IS THE HEARING MANAGEMENT SYSTEM?

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- The Hearing Management System (HMS) is a universal, centralized way to find out about upcoming hearings, sign up to testify, submit testimony, download testimony, and see who else is testifying.

Q HOW DO I FIND INFORMATION ON AN UPCOMING HEARING?

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- Go to the Council Website, click on "Hearings" at the top of the page, then click "HMS: Hearing Management System" or go to (and bookmark) <https://lims.dccouncil.gov/hearings>.
 - Find a hearing by scrolling chronologically through the upcoming hearings, or by looking at the calendar view. You can also filter hearings by committee using the dropdown menu at the top of the page or by entering a keyword in the search bar.

Q HOW DO I SIGN UP TO TESTIFY AT A HEARING?

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- Once you have identified a hearing you want to testify at, read the Hearing Notice at the bottom of the page for additional details on the hearing. The hearing page shows how many witnesses have already signed up under the "Witnesses" heading. Once a committee uploads a witness list for the hearing, the counter will be replaced by a link to download the witness list.
 - Click the "Register to Testify" button at the upper right of the page to register to testify at the hearing. If the deadline to sign up for a hearing has already passed, or if there are no public witnesses, the button will not be available.
 - If there are multiple topics to be considered at a hearing, select which one you would like to testify on by placing a checkmark next to the relevant topic or legislation.
 - If testifying on behalf of an organization, select "Organization" and include your title and the organization's name.
 - If you are testifying on your own behalf, select "Individual." There may be additional fields included by a committee to gather additional details.
 - For security purposes, you will have to check a reCAPTCHA box and possibly click pictures to submit your request. After completing the webform, you should receive a confirmation email from noreply@dccouncil.gov.
 - Prior to the hearing, you will receive an email from noreply@dccouncil.gov from the committee with additional details on testifying.



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Q HOW DO I SUBMIT TESTIMONY FOR A HEARING?

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- Click the "Submit Testimony" button in the upper right on the hearing page. If the deadline to submit testimony for a hearing has already passed, the Submit Testimony button will not be available.
 - Select "Live Testimony" or "Record Testimony." Select "Live Testimony" if you previously registered to testify at the hearing. If your testimony is only for the written record, choose "Record Testimony." Please use the same name, organization information, and email address that you used if you registered to testify.
 - You can upload testimony in either Adobe PDF, Microsoft Word, Apple Pages, or a plain text file by clicking "Upload my Testimony." You can also type your testimony from this page with some formatting capability by selecting "I will type my testimony here."
 - Check the reCAPTCHA box and click submit. After completing the webform, you should receive a confirmation email from noreply@dccouncil.gov
 - Once a committee has reviewed submitted testimony, it will be added to the hearing page automatically.