

LARRY HOGAN
Governor

BOYD K. RUTHERFORD
Lt. Governor



Maryland

INSURANCE ADMINISTRATION

200 St. Paul Place, Suite 2700, Baltimore, Maryland 21202

Direct Dial: 410-468-2018 Fax: 410-468-2020

1-800-492-6116 TTY: 1-800-735-2258

www.insurance.maryland.gov

KATHLEEN A. BIRrane
Commissioner

GREGORY M. DERWART
Deputy Commissioner

OFFICE OF HEARINGS

COVID-19 UPDATES

(AS OF MAY 1, 2022)

GENERAL CONSIDERATIONS

- The Office of Hearings issues a written notice in the form of a letter or scheduling order for all proceedings. The notice states whether the proceeding will be conducted by telephone, by video conference, or in person.
- All scheduling conferences and pre-hearing conferences are held by telephone or by video conference using the Zoom-Government platform.
- Hearings on motions are held by video conference, unless otherwise determined by the Hearing Officer during the scheduling conference.
- ***Prior to July 1, 2022***, evidentiary hearings may be held by video conference if all of the parties agree at the scheduling conference. If the parties do not agree to hold the hearing by video conference, the evidentiary hearing will be held in person at the MIA's offices. However, a party may request to participate in an in-person hearing via video if they choose.
- ***Effective July 1, 2022***, evidentiary hearings shall be held via video conference, unless a party demonstrates that they cannot effectively participate virtually. As noted below, the MIA maintains a private space within its building that allows persons to participate in a proceeding virtually with the assistance of an MIA staff member.

COVID-19 GUIDELINES FOR IN PERSON HEARINGS

- The MIA's Hearing Room is located at 200 St. Paul Place on the 24th Floor.
- All visitors must sign in with the Security Officer at the Front Desk. Inform the Security Officer that you are attending a hearing at the Maryland Insurance Administration. The Security Guard will ask you to sign in and to provide your name, the agency that you are visiting (the MIA) and the floor you are visiting (24th). The Security Guard will then notify the Office of Hearings

that you have arrived and a member of the Office of Hearings will come to the lobby to escort you to the Hearing Room. Plan to arrive for the hearing at least 30 minutes in advance of the Hearing.

- Individuals who have tested positive for COVID-19 within the last 5 days or who are experiencing the following NEW symptoms, will not be allowed to enter the MIA's Hearing Room:

- Cough or sore throat
- Shortness of breath
- Fever or chills,
- Loss of taste or smell

Signage at the security desk advises that by entering the premises, you are affirming that you have not tested positive for Covid-19 in the last 5 days and that you have not recently developed any of those symptoms.

- Before escorting you to the Hearing Room, you will be asked to confirm that you have read and understood the signage regarding screening for COVID-19 symptoms.

- Masks are not required to be worn. However, individuals who have not been vaccinated are strongly encouraged to wear a mask.

- Additional guidance on how to maintain your safety is available from the Maryland Department of Health at <https://covidlink.maryland.gov/content/> and the U.S. Centers for Disease Control and Prevention (CDC) at <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

COVID RELATED SCHEDULING CHANGES

- ***Notify the Hearing Office as soon as possible*** if a party, counsel for a party, or a witness is unable to meet the screening protocols set forth below, contact the Hearing Office immediately via E-Mail at appealsclerkcontacts.mia@maryland.gov or via telephone at (410) 468-2018. Please include your name, the case number and the hearing date.

- At the discretion of the Hearing Officer, the hearing may be postponed, or the impacted individuals may be allowed to participate virtually.

PLEASE NOTE THAT the MIA maintains a private office with video conferencing equipment within its offices at 200 St. Paul Place in Baltimore that may be used by parties or witnesses to participate in video hearings. Any party who wishes to utilize this office space to participate virtually in a proceeding may do so by sending an e-mail to the Office of Hearings at appealsclerkcontacts.mia@maryland.gov.