



**Commonwealth of the Northern Mariana Islands**  
**Department of Labor**  
Administrative Hearing Office  
1357 Mednilla Avenue | Capitol Hill  
P.O. Box 10007 | Saipan, MP 96950  
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## **FREQUENTLY ASKED QUESTIONS**

### **1. What does the Administrative Hearing Office do?**

The Administrative Hearing Office receives, mediates, hears, and adjudicates all labor, agency, and denial cases – including appeals under the Pandemic Unemployment Assistance (“PUA”) or the Federal Pandemic Unemployment Compensation (“FPUC”) programs. The staff is responsible for processing filings, scheduling hearings, and ensuring orderly and complete maintenance of records. The Administrative Hearing Officer will preside over the hearing and decide the outcome of the complaint or appeal. The Administrative Hearing Office does not investigate tips, entertain unofficial complaints, or offer legal advice.

### **2. Can I talk to the Administrative Hearing Officer about my case?**

The Administrative Hearing Officer, and by extension—office personnel, must remain impartial at all time. This rule protects all parties, including you, from unfairness and injustice.

Because this office must remain impartial, the Administrative Hearing Officer cannot engage in “ex parte” communications (i.e., one-sided contact or conversations) with a party to a case. The Administrative Hearing Office only talks to the parties when both sides are present at a noticed hearing. Additionally, office personnel cannot communicate messages from parties to the Administrative Hearing Officer. If you need to communicate with the Hearing Officer, you can do so by filing a written request or motion.

### **3. Can I ask the office personnel help me prepare my legal documents or give me legal advice?**

The need to maintain impartiality and prohibition against “unauthorized practice of law” prohibits the office personnel from preparing legal documents, giving legal advice, or rendering any service requiring the use of legal skill and knowledge to parties. Legal advice is a written or oral statement that:

- Interprets some aspect of the law, rules, or procedure;
- Recommends a specific course of action; or
- Applies the law to the individual person’s specific circumstance.

Office personnel can never attempt to influence the outcome of any case. Specifically, Office personnel **cannot**:

- Advise you whether or not you should file your complaint or appeal;
- Advise you of the likeliness of winning your case or merits of your claims;
- Advise you of what to say in a hearing;
- Fill out a form for you, or tell you what words to use in your complaint/motion/request;
- Sign an order or change an order written by the Administrative Hearing Officer; and
- Explain the legal meaning or effect of an Order to you;

#### **4. Can you refer to me an attorney?**

In order to maintain neutrality and impartiality, the Administrative Hearing Office cannot refer you to a specific attorney. Please see if there are any referral services available from the CNMI Bar Association or Micronesian Legal Services.

#### **5. Do I need an attorney?**

You have the right to hire an attorney or another individual who you authorized to represent you at your hearing, at your expense. You are not required to have an attorney or representative at the hearing. Regardless, the Administrative Hearing Office will ensure that you, whether represented or not, receives a fair and impartial hearing. If you do have legal representation, they must file a Notice of Appearance with the Administrative Hearing Office to ensure he or she is served with notice of the hearing.

#### **6. Where can I find the applicable rules?**

The applicable statutes and regulations are published online under [cnmilaw.org](http://cnmilaw.org). Additionally, previous decisions are published in the Commonwealth Register. Some of those decisions published in the Commonwealth Register are also posted on the Department of Labor website at [marianaslabor.net](http://marianaslabor.net).

With regards to the PUA and FPUC programs, federal guidance is available on the US Department of Labor, Employment Training Administration website. Select information is also published on the Department website, [marianaslabor.net](http://marianaslabor.net).

#### **7. What is the deadline to file an appeal?**

With respect to labor complaints filed at the Administrative Hearing Office, the applicable statute of limitations is six months. This means a complainant cannot recover

damages (i.e., unpaid wages) from labor claims that accrued over six months from your filing date.

With respect to PUA Appeals, the claimant must file their appeal within ten (10) calendar days after the determination or redetermination was mailed to the claimant. The appeal period may be extended to thirty (30) calendar days by a showing of good cause.

### **8. Where can I find the available forms?**

The following forms (including PUA/FPUC forms) are available for download on the CNMI Department of Labor’s website ([marianaslabor.net](http://marianaslabor.net)) under the “Forms & Publications” tab. Hard copies are available at the Administrative Hearing Office.

<b>Name of Form(s)</b>	<b>Use/Purpose</b>
DOL Intake and Complaint Form	The complainant would submit this form to initiate legal proceedings against the respondent. The complainant should provide specific information of the facts and relief sought surrounding their complaint.
In Forma Pauperis Packet	A complainant who cannot afford to pay the filing fees can submit this form to seek a waiver for the filing fee. The Administrative Hearing Officer or designee must approve the request to waive the filing fee. A complainant who files in forma pauperis and is later found not to qualify for that status may be ordered to pay the filing fee. The fee waiver does not apply to copies of documents.
Answer Form	After receiving a complaint against him or her, the respondent would use this form to respond to the complaint. While a response is not required, it is encouraged and can help identify issues or streamline investigations. If submitting a response, the respondent must file and serve this form within 10 days of receiving the complaint.
Party Information for Service of Process	A person that needs to update their contact information would use this form to ensure they receive the orders and decisions from the Administrative Hearing Office.
Notice of Appearance	If a party has an attorney or authorized representative, the party would submit this form to notify the Administrative Hearing Office.
Notice of Appeal	If a party disagrees with the final order (decision) by the Administrative Hearing Officer, the party would file this form to appeal the decision to the Secretary of Labor. The party must file this form at the Administrative Hearing Office, within 15 days of the final order.

There are no standardized forms for requests and motions. Parties must simply submit a signed written letter or legal brief.

**9. I cannot obtain all the requested or supporting documents—can I still file my complaint without it?**

With respect to labor complaints, the Administrative Hearing Office requests information and documents to identify the correct parties and locate/contact said parties for service of process. While you may still file your complaint, there may be delays in processing or service due to the incomplete information. With regards to PUA, you must file the appeal form with a copy of the determination that you are appealing.

**10. What are the applicable filing fees?**

<b>Category</b>	<b>Amount</b>
Filing a labor complaint with the Administrative Hearing Office	\$20 / person
Filing an agency complaint with the Administrative Hearing Office	No Fee
Filing a Denial Case (Appeal) with the Administrative Hearing Office	\$25 / person
Filing a PUA Appeal with the Administrative Hearing Office	No Fee
Filing a Motion or Request	No Fee
Filing an Appeal to the Secretary (not available in agency cases)	\$40
Recording of the Labor Hearing	\$75
Copies	\$0.50 / page

**11. Are there any fee waivers?**

Yes. If a complainant cannot pay the filing fee, he or she may request to proceed in forma pauperis by filling out the IFP form. In order for the fee to be waived, the request to proceed in forma pauperis must be approved by the Administrative Hearing Officer or designee. This waiver only applies to filing fees, not copies.

**12. How do I file a document?**

You can file your document (forms, requests, or motions) by submitting the document, with any applicable supporting documents and/or applicable fee, to the Administrative Hearing Office. The documents can be dropped off in person at #1357 Mednilla Ave., Capitol Hill Saipan MP 96950 or emailed to [hearing@dol.gov.mp](mailto:hearing@dol.gov.mp).

**13. I filed my complaint/appeal, now what can I expect?**

With respect to labor complaints, the office personnel will serve your complaint to the opposing party if you are unrepresented by legal counsel. The opposing party will have ten (10) days to file a response to the complaint. After Respondent has an opportunity to file a response, the Administrative Hearing Officer will review the filings and draft a written order that either: (1) requests additional information; (2) refers the matter to Enforcement for further investigation; or (3) schedules the matter for a hearing. Parties

should pay special attention to written orders because they provide instructions, deadlines, and notice of hearings. Parties should ensure that their contact information at the Administrative Hearing Office is up to date so they do not miss deadlines and scheduled hearings.

With respect to PUA appeals, the claimant will receive a Notice of Hearing via email or postage mail advising of the date, time, location and method of the hearing.

#### **14. I received a labor complaint against my company, what should I do?**

First, you should review the filings to ensure your contact information and name is correct. If you need to correct contact information or designate an authorized representative to appear on your behalf, please complete and file the “Party Information for Service of Process” and “Notice of Appearance” forms as soon as possible.

Second, if a written order is accompanied with the labor complaint, you should carefully review the written order and make note of any instructions, orders, established deadlines and scheduled hearings.

Third, you may file a response to the complaint using the designated form. While a response is not required, it is encouraged because it can help identify issues and streamline any investigations or adjudications. Due to the COVID-19 pandemic, e-mail is the preferred method for submission.

#### **15. I can't attend my hearing at the scheduled time, what can I do?**

You must make every effort to attend the hearing. If you have a very serious conflict and cannot attend the hearing, you must submit a written request to reschedule your hearing. Due to mandated time constraints and volume of cases, you should only request to reschedule if you have a prior commitment that is both very important and cannot be changed (i.e., previously scheduled court hearing or undue hardship). Generally, hearings will not be postponed for personal reasons such as everyday scheduling conflicts like child-care and business appointments.

Unless otherwise indicated on the written Order, requests for to reschedule or continue a hearing should be filed, in writing, more than five (5) calendar days before the scheduled hearing. The request should state the reason why you need to reschedule or continue the scheduled hearing. You should not assume that a request to reschedule has been granted until you have received written confirmation from the Administrative Hearing Office.

#### **16. I can't attend my hearing in person, are there any other options?**

Due to the COVID-19 public health emergency, the Administrative Hearing Office is primarily conducting hearings by teleconference or videoconference. In the limited circumstances where a complainant or claimant does not have access to a telephone or the Internet, they should contact the Administrative Hearing Office via email or phone as soon as possible to make arrangements for an in-person hearing.

### **17. What is the process for telephonic hearings or videoconferencing?**

If the hearing is conducted by telephone, the Office personnel will call the parties 5-10 minutes before the scheduled hearing using the contact information provided by the parties. If the hearing is conducted by videoconferencing, the Office personnel will connect with the parties 5-10 minutes before the scheduled hearing, on the Microsoft Teams platform, using the contact information provided by the parties.

To avoid technical difficulties, the Office personnel may contact you to arrange a test run. During the hearing, please ensure you are in quiet place with good phone/internet connection. If you are disconnected during the hearing, the Administrative Hearing Office will attempt to reconnect with you.

### **18. What if I miss my scheduled hearing?**

It is important that you are ready and prepared to go forward with your hearing at the scheduled time. If you are the complaining/appealing party and you do not appear for your hearing—whether it is in person, telephonically, or through video conferencing—your complaint/appeal will be dismissed. If you are the non-appealing party and you do not appear, the hearing will continue without you. Your failure to appear may result in a default judgment, dismissal, or denial of further right to appeal.

### **19. I need accommodations, what can I do?**

If you need accommodations, such as an interpreter, please contact the Administrative Hearing Office, in advance of your scheduled hearing. The Hearing Office will work with you to assure the appropriate accommodations are made. To ensure the availability of interpreters, please contact our office as soon as possible.

### **20. I have documents that I want the Administrative Hearing Officer to consider, what should I do?**

If you have documentation that you would like the Administrative Hearing Officer to consider at the hearing, please submit the documents or information with your complaint/appeal form by dropping off your documents in person, via email ([hearing@dol.gov.mp](mailto:hearing@dol.gov.mp)) or via fax (670-664-6194). Due to COVID-19 public health pandemic, the preferred method is email. If you're submitting the documents via email or

fax, you can confirm receipt of your documents by calling the Administrative Hearing Office at (670) 664-3293. You must provide a copy of these documents to all parties before the scheduled hearing.

### **21. What happens in a hearing?**

The hearing is similar to a court trial, but it is not as formal. The appeal is controlled by the Administrative Hearing Officer to make sure each person has an opportunity to present their case. The hearing will begin with the Administrative Hearing Officer making an opening statement about what will happen during the hearing, confirm the purpose of the hearing, introduce the administrative documents into the record, and confirm whether there are any witnesses who will be participating in the hearing. The Hearing Office will answer any questions you have about the hearing process.

Following preliminary matters, the Administrative Hearing Officer will begin receiving testimony by swearing in the first witness. The Administrative Hearing Officer will usually question the witness first and allow them to tell their story. After answering all the Administrative Hearing Officer's questions, the witness will be allowed to testify as to any additional information that is relevant to the issue on appeal. Then the opposing party will have an opportunity to question the witness. This process repeats with each witness to ensure that the parties have an opportunity to provide relevant and material information on the record. When both parties have no other relevant or material evidence to add, the Administrative Hearing Office will close the hearing.

### **22. How do I withdraw a complaint or appeal?**

If you are the complaining/appealing party and decide that you no longer wish to move forward with the complaint/appeal process, you may withdraw your complaint/appeal by submitting your request to withdraw, in writing. You may submit your request to withdraw your by dropping off your documents in person, via email ([hearing@dol.gov.mp](mailto:hearing@dol.gov.mp)) or via fax (670-664-6194). Due to COVID-19 public health pandemic, the preferred method is email. If you're submitting the documents via email or fax, you can confirm receipt of your documents by calling the Administrative Hearing Office at (670) 664-3293.

### **23. How do I prepare for a Hearing?**

Among other things, you can prepare for a hearing by reviewing the case files and issued orders. Usually the orders have written instructions for the scheduled hearing. Additionally, prepare your facts, arguments, and evidence (documents and witnesses). Any documents you intend to rely on during the hearing should be shared with the opposing party in advance of the hearing.

#### **24. How do I request a subpoena?**

If you ask someone to appear as a witness and they refuse, you may request that they be subpoenaed. This means they will be required by law to appear. You also have the right to request a subpoena for written documents or other evidence that you are unable to obtain on your own.

Requests for a subpoena may be submitted in writing to the Administrative Hearing Office and should include a detailed explanation of the evidence being requested and the reason you need that evidence for your hearing. You must also include a full name and address of the witness you are requested to be subpoenaed.

#### **25. When will I receive a decision?**

The decision will be sent to you in writing, via email or postage mail, typically within two weeks of the hearing date. The Administrative Hearing Office staff cannot advise you of the results of the decision verbally.

#### **26. I disagree with the Administrative Hearing Officer's decision, what are my appeal rights?**

If you disagree with a decision in a labor case, you may appeal the decision to the CNMI Secretary of Labor. The appeal form is available for download online at [marianaslabor.net](http://marianaslabor.net). Alternatively, hard copies of the appeal form are available at the Administrative Hearing Office. The Appeal Form must be filed at the Administrative Hearing Office in person, by e-mail, or fax, with the applicable filing fee.