

Chapter SEC 3

ADMINISTRATIVE PROCEDURE

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SEC 3.01 Definitions. (1) "HEARING" as used herein includes both hearings and rehearings, and these rules shall cover both so far as applicable, except where otherwise specifically provided by statute or in these rules.

(2) "DIRECTOR" as used herein includes the acting director whenever detailed by the Director or discharging the duties and exercising the powers of the director during his absence or a vacancy in the office of director.

SEC 3.02 Place. Unless otherwise specifically provided by law or ordered in the order for hearing, all hearings shall be held at the office of the Department of Securities in the State-Office-Building at Madison, Wisconsin.

SEC 3.03 Conduct of hearings. All hearings shall be conducted and presided over by the director or such subordinate as is designated by him to hear the matter.

SEC 3.04 Continuances. Continuances and adjournments of hearings may be granted for cause by the director or the subordinate designated to conduct such hearing.

SEC 3.05 Hearings public. All hearings shall be open to the public, except where otherwise specifically provided by statute or ordered by the director or the subordinate conducting the same.

SEC 3.06 Subpoenas. The director may sign and issue subpoenas for the attendance of a party or any witness at a hearing whether he is to conduct the hearing or not. The subordinate designated to conduct the hearing may sign and issue subpoenas for the attendance of witnesses or parties at such hearing.

SEC 3.07 Service. Unless otherwise provided by law all orders, notices and other papers may be served by first class or registered mail addressed to the party at his last known postoffice address or to his attorney of record, except that when the department deems it appropriate such orders, notices and other papers may be served by

every sheriff or other officer empowered to execute civil processes. Papers requiring to be filed with the department may be mailed to the following address:

-325 State Office Building
1 West Wilson Street
Madison 2, Wisconsin

Sub. 3.08

SEC 3.08 Appearances. Parties may appear in person or by a regularly employed employee or agent, or by a duly authorized attorney at law, and if a corporation by any of its active officers. Upon an appearance at a hearing the name and mail address of a party appearing and the name and mail address of any agent, employee, officer or attorney appearing with or for such party shall be furnished and entered in the record of the proceedings, and the said appearances so made and the mail addresses so given shall be binding on the party unless and except as modified by written notice to the director or the subordinate conducting the hearing and to all other parties appearing therein served as provided by section SEC 3.07, which when so modified shall in turn have the same force and effect as in the first instance.

SEC 3.09 Examination of witnesses. Witnesses may be examined on behalf of the department by the director or the subordinate conducting the hearing, or by an employee of the department with the permission of the person presiding, or by a representative of the attorney general acting as counsel for the department or the state. Such witnesses may be cross examined by a party or anyone authorized and appearing therefor, but not more than one individual, whether the party or an agent, employee, officer or attorney appearing with or for such party, shall cross examine a witness except by special permission of the person conducting the hearing. The director, the subordinate conducting said hearing, any employee of the department or any representative of the attorney general who shall be acting at said hearing, may call adversely any party, officer, agent or employee of a party and any witness on behalf of any party and may cross examine any witness or party testifying at such hearing. All witnesses shall be sworn by the director or the subordinate conducting such hearing before testifying in the same manner as is provided by statute in respect to the swearing of witnesses testifying in proceedings before courts of record.

SEC 3.10 Record. All the proceedings at a hearing shall be taken down by a stenographic reporter and the transcript thereof, together with all exhibits, shall be a part of the official record of such proceedings. Any party desiring a copy of such transcript shall so indicate in advance, and shall pay therefor the same fees as those of the official reporter of the circuit court for Dane county, Wisconsin.

SEC 3.11 Evidence. All evidence, testimony and exhibits must be of reasonable probative value to the subject matter of the hearing and all immaterial, irrelevant or unduly repetitious evidence, testimony or exhibits may be excluded.

SEC 3.12 Stipulations. All stipulations or agreements in reference to a matter the subject of a hearing or entered into at a hearing shall be either dictated at length into the record, or reduced to writing, signed by the persons or parties stipulating, and filed as a part of the

record of the proceedings. Controversies or matters which may be the subject of or cause for a hearing may be disposed of by stipulation, agreed settlement or consent orders.

SEC 3.13 Motions. Except during a hearing, motions shall be made in writing and signed by the party or a person authorized and appearing in the proceedings therefor, or if the party is a corporation by an active officer of the corporation. At least 3 days' notice thereof shall be given to the director or the subordinate designated to preside at the hearing, and to each and every other party to the proceedings, served as prescribed by section SEC 3.07.

SEC 3.14 Form and style of papers. All papers filed at or in reference to any hearing shall be either printed or typewritten and all pleadings, notices, exhibits, papers and documents filed or presented at any hearing shall be on paper not more than 8½ inches wide and 13 inches long and shall weigh not less than 16 lbs. to the ream. They shall not be bound with stiff covers or backs and all copies thereof served, filed or used in said proceedings shall be legible. The proper caption shall be placed upon all papers filed, except as otherwise provided. An original and 2 copies thereof shall be filed with the director or the subordinate conducting the hearing, and a copy thereof also shall be served, or furnished as the case may be, to each other party or person interested who enters an appearance in said proceeding. The original of all such papers (except exhibits offered as evidence) shall be signed with the handwritten signature of the party, or of an officer, agent, employee, or attorney appearing for or with such party in the proceeding, and the name and mailing address of the party or of the representative appearing signing the same shall be printed or typed immediately following such written signature.

SEC 3.15 How proceedings instituted. (1) Proceedings to revoke a license shall be formally instituted by the issuance of a notice of hearing and an order for hearing. Such notice of hearing and order shall contain a clear and concise statement of the issues to be determined.

(2) Other hearings may be formally instituted by order which shall describe the purpose of such hearings with reasonable particularity, provided, however, that a clear and concise statement of the issues shall be duly made when any such matter becomes contested.

SEC 3.16 Caption of pleadings and notices. All pleadings, notices, orders and other papers filed in reference to any hearing shall be captioned "Before the Department of Securities, State of Wisconsin" and shall be entitled "In the Matter of the _____ (here to be inserted the license or other matter that is involved) of _____ (here insert name of the party), Respondent." The party whose license, practice, conduct, etc. is involved shall be known and designated as the "Respondent."

SEC 3.17 Form of allegations. If the alleged offense, conduct or action is a continuing one, its general nature and the approximate time covered shall be stated so far as possible in the notice of hearing where these rules prescribe the stating thereof in said notice. If a specific incident or act is relied upon it shall be alleged with such particularity as to time, place and circumstances as may be necessary to