

Chapter Ins 5

RULES OF PROCEDURE FOR HEARINGS

Ins 5.01	Definitions	Ins 5.15	How proceedings instituted
Ins 5.02	Place	Ins 5.16	Caption of pleadings and notices
Ins 5.03	Conduct of hearings	Ins 5.17	Form of allegations
Ins 5.04	Continuances	Ins 5.18	Procedure upon filing complaint
Ins 5.05	Hearings public	Ins 5.19	Form of notices
Ins 5.06	Subpoenas	Ins 5.20	Answer
Ins 5.07	Service	Ins 5.21	Contents of answer
Ins 5.08	Appearances	Ins 5.22	Paragraph numbering
Ins 5.09	Examination of witnesses	Ins 5.23	Variations
Ins 5.10	Record	Ins 5.24	Default
Ins 5.11	Evidence	Ins 5.25	Arguments
Ins 5.12	Stipulations		
Ins 5.13	Motions		
Ins 5.14	Form and style of papers		

Ins 5.01 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) "Commissioner" as used herein includes the deputy commissioner whenever detailed by the commissioner or discharging the duties and exercising the powers of the commissioner during his absence or a vacancy in the office of commissioner, all as provided by section 200.03 (13), Wis. Stats.

(3) "License" as used herein means any license, permit, certificate of authority or certificate of registration.

Ins 5.02 Place. Unless otherwise specifically provided by law or ordered in the notice of hearing, all hearings shall be held at the office of the commissioner in the state capitol at Madison, Wisconsin.

Ins 5.03 Conduct of hearings. All hearings shall be conducted and presided over by the commissioner or such subordinate as is designated to hear the matter.

Ins 5.04 Continuances. Continuances and adjournments of hearings may be granted for cause by the commissioner or the subordinate designated to conduct said hearing.

Ins 5.05 Hearings public. All hearings shall be open to the public, except where otherwise specifically provided by statute or ordered by the commissioner or the subordinate conducting the same.

Ins 5.06 Subpoenas. The commissioner 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.

Ins 5.07 Service. Service of notice of hearing, notice of order of the commissioner, and of any other notices during the process of and in relation to a hearing shall be given as provided by section 200.11, Wis. Stats. Service of any notice, paper or document in a proceeding after the entry of an appearance as provided by Ins 5.08 shall be

made in such manner and may be on the party or on any agent, employe, officer or attorney appearing for or with the party, and for the purposes thereof the mail address of such party and of any agent, employe, officer or attorney appearing for or with such party as last entered in the record of such proceedings or furnished in modification thereof shall be conclusive as the proper and correct mail address.

Ins 5.08 Appearances. Parties may appear in person or by a regularly employed employe 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 the party appearing and the name and mail address of any agent, employe, 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 commissioner or the subordinate conducting the hearing and to all other parties appearing therein served as provided by Ins 5.07 which when so modified shall in turn have the same force and effect as in the first instance.

Ins 5.09 Examination of witnesses. Witnesses may be examined on behalf of the commissioner by the commissioner or the subordinate conducting the hearing, or by an employe of the commissioner with the permission of the person presiding, or by a representative of the attorney-general acting as counsel for the commissioner or the state. Such witnesses may be cross-examined by a party or any one authorized and appearing therefor, but no more than one individual, whether the party or an agent, employe, 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 commissioner, the subordinate conducting said hearing, any employe of the commissioner or any representative of the attorney-general who shall be acting at said hearing, may call adversely any party, officer, agent or employe 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 commissioner or the subordinate conducting such hearing before testifying in the same manner as is provided by a statute in respect to the swearing of witnesses testifying in proceedings before courts of record.

Ins 5.10 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.

Ins 5.11 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 will be excluded.

Ins 5.12 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 writ-