



**MONTANA HUMAN RIGHTS COMMISSION Training Agenda
Human Rights Bureau, 33 S. Last Chance Gulch, Suite 2B, Helena, MT**

November 16, 2018

8:00 a.m. – 9:30 a.m.

Assistant to the Commission – ANNAH HOWARD

- Getting information to the Commission for Review
- How Recording Works
- Time/Travel Sheets
- Quorum

Bureau Chief for the Human Rights Bureau – MARIEKE BECK

- The Bureau's Process/run through Bureau Guide
Intake
Investigation (case management/reasonable assurances)
FIR
- Office of Administrative Hearings Process

Counsel for the Human Rights Commission – HALEY NELSON/JUDY BOVINGTON

- Standards of Review
Abuse of Discretion
Substantial Evidence/ Correct Application of the Law
 - Special attention on the Damage Rule
- Commission Tips
Attendance
Contact with Media
Independent Inquiry (or use of personal experience)
If there is no oral argument you cannot question a party/ no notice to the other side
On the Record
Assertion of Error/ Review the file
MOTIONS