

# PRE-HEARING GUIDE

Once KPPA receives your appeal request, here's what you can expect:



## Wait for Assignment

We'll send you (or your attorney) a letter confirming your hearing request was received. Hearing requests are assigned in the order they are received. While waiting for assignment, please make sure we have your (or your attorney's) most up-to-date contact information. We'll need a current email address and phone number. Once your case is ready to move forward, we create an electronic **Administrative Record** and assign an available **Hearing Officer**.

The **Administrative Record** is the official record of the hearing, which includes notices, documents, evidence, filings, motions, reports, orders, hearing recordings, and all other information relevant to your appeal.

A **Hearing Officer** is a neutral third party who supervises the administrative hearing.



## View the Administrative Record

Your hearing documents will be shared on a website called Box.com. You (or your attorney) will receive an invite at the email address provided, along with instructions on how to log in. **Once registered, be sure the login information is saved** - you'll need it to view documents throughout the hearing process. As new documents are added, we'll send an email with a direct link to the document so you'll always know when there is an update.



## Participate in the Pre-Hearing Conference

A **pre-hearing conference** will be scheduled to take place via telephone. A Hearing Officer Order stating the date and time **will be sent through Box.com**.

A **pre-hearing conference** is a short phone meeting between the Hearing Officer, KPPA, and yourself (or your attorney). The case will be discussed prior to scheduling the hearing, ensuring that everyone understands what to expect and determining if any additional records are needed before the hearing.

Before the conference, you (or your attorney) should log into Box.com and review your Administrative Record for any missing documents, errors, or incorrect information. Be prepared to bring up these issues during the pre-hearing conference. **Failure to do so may cause delays.**



## Status Conferences May Be Scheduled

Status conferences may be scheduled as needed to resolve outstanding issues and to discuss next steps leading up to the hearing. These meetings are held via telephone, ensuring all parties are prepared and concerns are addressed early in the process.

# FREQUENTLY ASKED QUESTIONS

## Where can additional evidence be submitted?

There are several ways to submit more documents prior to the pre-hearing conference:

- Email [KPPAHearingFilings@kyret.ky.gov](mailto:KPPAHearingFilings@kyret.ky.gov);
- Mail or deliver to KPPA office at 1260 Louisville Road, Frankfort, Kentucky, 40601;
- Fax to the Legal Department at (502) 696-8615. This option is only available for documents less than 50 pages.

**Do not upload additional documents to Box.com.** Any documents uploaded by you or your attorney on Box.com will not be accepted. Documents must be submitted through one of the methods listed above.

## What happens if I get an attorney?

We will send all communications regarding your hearing to your attorney, meaning they will not be sent to you directly. You should reach out to your attorney with any questions regarding your hearing.

Your attorney should submit an Entry of Appearance to the Office of Legal Services by email ([KPPAHearingFilings@kyret.ky.gov](mailto:KPPAHearingFilings@kyret.ky.gov)), mail or in person (1260 Louisville Road, Frankfort, Kentucky, 40601), or fax [(502) 696-8615]. After that, the attorney for KPPA will communicate with your attorney about hearing-related matters.

Please note, KPPA attorneys cannot give you legal advice.

## I have questions about my administrative appeal - who can I talk to?

For additional information, please visit our website at: [www.kyret.ky.gov/About/Meet\\_the\\_Administration/Pages/Administrative-Hearings](http://www.kyret.ky.gov/About/Meet_the_Administration/Pages/Administrative-Hearings) or scan the QR code in the bottom right-hand corner.

If you have further questions, contact the Office of Legal Services at (502) 696-8800, ext. 5501.



Kentucky Public Pensions Authority  
1260 Louisville Road, Frankfort, KY, 40601  
(502) 696-8800  
Toll Free: (800) 928-4646

## HEARING FAQ's

