



State of New Jersey  
CASINO CONTROL COMMISSION  
**PRE-HEARING CONFERENCE GUIDELINES**

**Pre-Hearing Conference Guidelines**

- A. The following matters will be discussed at the pre-hearing conference:
1. The factual and legal issues.
  2. Any facts which are not in dispute and the possibilities of agreement to settle the contested actions without a formal hearing. You are not required to admit anything. However, admission may be necessary if you wish to settle your case.
  3. The scheduling of a formal hearing, if necessary.
- B. You should bring to this conference any or all of the following, as applicable, which you believe will help your case:
1. Copy of the New Jersey Division of Gaming Enforcement's (Division) letter-report or complaint filed in your matter.
  2. Any evidence which you believe demonstrates your qualifications for licensure as a casino key employee, including but not limited to:
    - a. Letters from persons who can describe your character and who are aware of the circumstance(s) that led to the Division's objection to your licensure. Letters may come from anyone, even if they did not know you at the time of the circumstance(s) that led to the Division's objection to your licensure.
    - b. Recommendations of probation officers, professional counselors, therapists or any other material proving rehabilitation.
    - c. Evidence of satisfaction of financial issues that have been resolved or are being addressed, such as a recent statement showing the remaining balance owed or a copy of any payment plan agreements.
  3. Any other evidence you intend to use to support your position.
- C. You are not required to have an attorney and may represent yourself at your conference and throughout the hearing process. However, you have the right to hire an attorney to represent you. If you do intend to hire an attorney, you should allow your attorney sufficient time to prepare for your conference.

Should you require additional information regarding this process,  
please contact the New Jersey Casino Control Commission's Hearings and Appeals Unit:

New Jersey Casino Control Commission  
Tennessee Avenue and Boardwalk  
Atlantic City, New Jersey 08401

Email: [cccappeals@ccc.state.nj.us](mailto:cccappeals@ccc.state.nj.us)

Telephone: 609.441.3758

Facsimile: 609.441.7394

Website: [www.nj.gov/casinos/](http://www.nj.gov/casinos/)