

April 6, 2011

Susan E. Cooper
Assistant County Attorney
Winona County Courthouse
171 West Third Street
Winona, MN 55987-3166

Sarah and Jamey Hilt
[Street Address Redacted]
Minnesota City, MN 55959

Re: *In the Matter of the Temporary Immediate Suspension of the Family Child
Care License of Sarah and Jamey Hilt*
OAH Docket No. 3-1800-21944-2

Dear Counsel and Parties:

Enclosed please find the Protective Order in the above matter. The purpose of the Protective Order is to permit Winona County to provide any nonpublic information in its licensing file to Sarah and Jamey Hilt so that they can prepare for hearing, which is scheduled to take place commencing at 10:30 a.m. on April 15, 2011, at the Winona County Boardroom, Winona County Government Center, 177 Main Street, Winona, Minnesota. By April 13, 2011, the parties shall exchange all exhibits they intend to offer into evidence at the hearing, along with a witness list containing a brief summary of the testimony anticipated for each witness. The parties should fax or email a copy of the exhibit and witness lists to the ALJ at that time.

I have also enclosed for the Hilts some materials from our website with information about how to prepare for a contested case hearing. I encourage them to review the materials in advance of the hearing.

I note in reviewing the file that the County did not forward an affidavit of service of the Notice and Order for Hearing. In addition, neither the Exhibit A attached to the Notice and Order for Hearing, nor the Order of Temporary Immediate Suspension (also attached) provides any information about the factual issues for hearing. When the exhibit and lists are filed, I would appreciate it if the County could also provide the affidavit of service and an amended Exhibit A that contains more information about why the license was suspended.

Sincerely,

s/Kathleen D. Sheehy

KATHLEEN D. SHEEHY
Administrative Law Judge
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Encl.