

Hearing Checklist

Preliminary Matters

- Matter name/number _____
- Date/Time/Location of Hearing _____
- Parties Present _____

- Introductions led by Chair
- Confirm that a self-represented party is prepared to proceed without counsel
- Any issues that need to be addressed before hearing _____

- Confirm receipt of previously distributed materials, if any _____

- Review Complaint and request plea on each count (Guilty s.49, Not guilty s.50) _____

- Enter consented to exhibits (Chair to initial and maintain official copy)

Hearing on the complaint

- Allow opportunity for opening address: LSNL _____ Respondent _____
- LSNL presents its evidence and examines its witnesses (examination, cross-examination, further examination, questions from Tribunal, follow up questions by parties)
- Provide opportunity for opening address by Respondent, if they have not already done so
- Respondent presents its evidence and examines its witnesses (examination, cross-examination, further examination, questions from Tribunal, follow up questions by parties)
- Opportunity for reply evidence of LSNL
- Closing submissions: LSNL _____ Respondent _____ Reply to issues by LSNL _____

Hearing on Sanction

Date/Time/Location of Hearing on Sanction _____

Parties Present _____

Joint Submission: LSNL _____ Respondent _____

- Confirm that the Tribunal is not bound by any joint submission on sanction

No Joint Submission

- Allow opportunity for opening address: LSNL _____ Respondent _____
- LSNL presents its evidence and examines its witnesses (examination, cross-examination, further examination, questions from Tribunal, follow up questions by parties)
- Provide opportunity for opening address by Respondent, if they have not already done so
- Respondent presents its evidence and examines its witnesses (examination, cross-examination, further examination, questions from Tribunal, follow up questions by parties)
- Opportunity for reply evidence of LSNL
- Closing submissions: LSNL _____ Respondent _____ Reply to issues by LSNL _____

Other Matters

Submissions on costs: LSNL _____ Respondent _____

- Submissions on time to pay costs

Notes: _____
