

**Pre-Hearing Checklist**

- Matter name/number \_\_\_\_\_
- Date/Time/Location of Pre-Hearing \_\_\_\_\_
- Parties Present \_\_\_\_\_  
\_\_\_\_\_
- Introductions led by Chair
- Outline the Purpose for the Pre-Hearing Conference (see Rule 9.15(6) for additional guidance)
- If Self-Represented
  - Encourage Respondent to retain counsel or consult with Counsel
  - If intending to retain counsel, set date for update on this matter \_\_\_\_\_
- Disclosure Complete? \_\_\_\_\_
  - If not, set date for completion \_\_\_\_\_
- Admissions or Agreed Statement of Facts Possible? \_\_\_\_\_
  - Deadline for submission \_\_\_\_\_
- Agreed upon Exhibits Possible? \_\_\_\_\_
  - Deadline for submission \_\_\_\_\_
- Additional Materials Anticipated? \_\_\_\_\_
  - Deadline for submission \_\_\_\_\_
- Witnesses
  - Number of Witnesses Anticipated by LSNL \_\_\_\_\_
  - Number of Witnesses Anticipated by Respondent \_\_\_\_\_
  - Witnesses from out of province/country \_\_\_\_\_
  - Experts anticipated \_\_\_\_\_
    - Deadline for any reports \_\_\_\_\_

Other Pre-Hearing considerations (e.g. *in camera* hearing, application for particulars, application to amend a complaint, summon evidence)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Housekeeping

- Additional Equipment needed? \_\_\_\_\_
- Any accommodation needed? \_\_\_\_\_

Further Pre-Hearing Conference required?

- Date \_\_\_\_\_

Set Hearing Date/Time/Location

\_\_\_\_\_

- If a further Pre-Hearing is required, do not complete this step.
- Hearing date should not be earlier than 30 days after the conclusion of the pre-hearing conference, unless otherwise consented to by the respondent and the society
- Estimated # of Hearing Days Required \_\_\_\_\_

Chair to prepare orders and/or minutes of matters resolved that do not require an order.

- Provided to the parties? \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_