

Hearing Checklist

Preliminary Matters

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

- ☐ Introductions led by Chairperson
- ☐ 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 (Chairperson 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 _____
Exhibits presented in evidence (Chairperson to initial and maintain official copy)

Upon conclusion of hearing, Chairperson provides all exhibits to the Administrative Assistant - Professional Responsibility

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: _____
