

- I have read “Getting Ready for Hearing”
(<http://dev.www.bchrt.gov.bc.ca/process/getting-ready/guide/index.htm>)

Evidence

At the hearing, the Tribunal Member will only have: a copy of the Complaint form, a copy of the Response form, and any earlier decisions in your case. They will not have documents or affidavits you have previously sent in. The hearing is like a blank slate. You have to use evidence to prove all of your facts. This evidence might be witnesses or documents.

Witnesses

- I have planned what witnesses will come.

Witness 1 is _____

Witness 2 is _____

Witness 3 is _____

Witness 4 is _____

Witness 5 is _____

- I gave the other parties a list of my witnesses on _____ [date]
- All of my witnesses are on that list.
- I have told all of my witnesses where the hearing is.
- I have told my witnesses when to come.

Witness 1 is coming at _____ [time and date]

Witness 2 is coming at _____ [time and date]

Witness 3 is coming at _____ [time and date]

Witness 4 is coming at _____ [time and date]

Witness 5 is coming at _____ [time and date]

- I have gotten any Orders to Attend Hearing that my witnesses need.
- I have planned what questions I am going to ask my witnesses.
- I have talked to my witnesses about their testimony.
- I have told my witnesses that the other side will get to ask them questions.
- I have planned what I am going to say in my testimony.
- I received the other parties’ lists of witnesses on _____ [date].
- I have planned what questions I want to ask the other parties’ witnesses.

Documents

If you want the Tribunal to consider any documents, you have to introduce them as evidence, even if you have already sent them to the Tribunal.

- I have identified any documents that I want the Tribunal Member to see.
- I gave a copy of all of those documents to the other parties on _____ [date].
- I have made enough copies of each document for:
 - Myself
 - Each other party
 - The witness
 - The Tribunal Member (will take the original)
- I have planned which witnesses will identify each document.

Opening Statement

This is a short explanation of what witnesses you are going to call and what facts you plan to prove

- I have prepared my opening statement.

Legal research

- I have done legal research to find cases like mine.
- If you are going to rely on legal cases:* I have made enough copies of each case for the Tribunal Member and each other party.

Any other concerns

- I have more questions and concerns [write them here to discuss with your case manager]:
