

Checklist – Counsel Preparation in Advance of Meeting with Adjudicator

	Matter	Follow up/Issues/Solutions	Responsible Party	Done
Hearing Format and General Issues				
1.	Method: video or teleconference for oral submissions			
2.	Practice Directions identified and consulted			
3.	Local court capabilities identified			
4.	Identify training needs for counsel and parties			
5.	Identify the need for any language interpretation, court reporting, or other services during the hearing			
6.	Identify issues for oral submissions			
7.	Identify issues for written submissions			
Documents				
8.	Ensure that all transcripts, evidence and documents necessary for the hearing are available electronically			
9.	Method of document exchange (email, cloud, etc.)			
10.	Document format to be used	Searchable PDF that is bookmarked for records and briefs Word for written submissions		
11.	Naming and numbering convention – Consider Practice Directions, if any	https://www.ontariocourts.ca/scj/practice/practice-directions/edelivery-scj/ .		
12.	Timetable for document exchange			
13.	Joint Brief of documents brief prepared	Content Due date		
14.	Hyperlinked authorities in written submissions			

15.	Software for viewing and marking of documents in oral argument	Minimum required: PDF software and Word		
16.	Prepare condensed book with table of concordance to JBD			
17.	How will sensitive docs be dealt with			
Hearing Protocol				
18.	How will technical difficulties be dealt with			
19.	Exchange of email addresses and phone numbers by all participants			
20.	Review list of issues in section 5 of the <i>Best Practices for Remote Hearings</i> and create a tailored list of issues adapted to the case			
21.	Discuss list of issues with other parties and agree on a way to proceed (subject to the court's discretion)			
Test Run				
22.	Schedule in advance among counsel			
23.	All counsel and parties to participate			
24.	If appropriate, inquire whether the judge or registrar/judicial assistant wishes to participate in the test run			
25.	Test quality of connections, video and audio			
26.	Try out the software			
27.	Test likely functions to be used, switch screens			
28.	Confirm all protocols/judicial direction/how tech issues to be dealt with/all materials are in hand			
Client Preparation				
29.	Will client attend			

30.	Will client speak at the hearing and, if so, how and when			
31.	Review etiquette, conduct and judicial directions			
32.	Review process and technology to be used			
33.	What to do if tech issues encountered			
34.	How to communicate during the hearing and ethical issues			
35.	How to access documents			
36.	Appropriate location			
37.	Ensure that client has functioning and appropriate hardware and software			