

## Tribunal Hearing Preparation Checklist

**Note:** Each tribunal has its own rules and processes. It is important to know what those are before you start your case. The following checklist is for general purposes only.

To prepare for a hearing to appeal a decision by a government agency or regulatory body, or to make a complaint, consider the following:

- Review the tribunal's website to find out if you have a basis for an appeal or complaint.
- Attend a tribunal hearing that is open to the public and/or watch the Justice Education Society video about in-person hearings on [www.AdminLawBC.ca](http://www.AdminLawBC.ca) so you will know what to expect.
- Consider who could provide a witness statement to support your case. If you are bringing a witness to an in-person hearing, prepare your questions for the witness ahead of time and let your witnesses know what you plan to ask them (without telling them how to answer).
- Gather evidence to prove your case:
  - Original documents (for example, contracts, letters, receipts, financial statements, cancelled cheques, photographs, etc.).
  - Readable copies if the original documents are not available.
  - Statements from eye-witnesses to an event or who have direct knowledge about a particular issue. It is best to provide sworn statements from these witnesses (affidavits or statutory declarations).
- Review the tribunal's rules or Practices and Procedures for:
  - Important time limits
  - Using expert witnesses to give evidence
  - Notifying the other party that you will be introducing documents into evidence
  - Introducing documents as exhibits at the hearing
  - How many copies you need to bring
  - Page size of documents
- Organize your material in a logical way (for example, in a binder with tabs,) and prepare to present your facts in a clear and simple manner, explaining how the material supports your case.
- Read past tribunal decisions to get a sense of how the tribunal has handled similar appeals.
- If you need an interpreter, tell the tribunal well before the hearing.
- If your appeal is complicated, you may want to talk to a lawyer. You may also want to look up the laws that apply to your case on your own. Staff at [Courthouse Libraries BC](http://Courthouse Libraries BC) can show you how to find statutes, regulations and case law.