

FORM 6B: REPORT OF THE PRESIDING OFFICER

[General Heading]

REPORT OF PRESIDING OFFICER

A pre-hearing conference was held in this matter on [date]. In attendance were [list people and their capacity].

Agreements

The parties agreed that the following facts can be assumed to be correct for the purpose of the hearing:

[list facts]

The parties agree that the following documents can be admitted in the hearing on consent:

[list documents]

Directions and Orders

The outstanding pre-hearing motions and the dates that they will be heard are as follows:

<u>Number</u>	<u>Nature of Motion</u>	<u>Date to be Heard</u>
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1.

The following motions will be argued at the hearing itself:

<u>Number</u>	<u>Nature of Motion</u>	<u>Estimate Length of Argument</u>
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1.

Other than for information that is discovered after the conference, disclosure is now complete [or will be completed by (date)].

The following document brief(s) will be delivered before the hearing:

<u>Number</u>	<u>Description</u>	<u>Party Preparing</u>	<u>Date to be Delivered</u>
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1.

The hearing Panel may/should not [choose one] review them before the hearing.

The following written arguments and book of authorities will be delivered before the hearing:

<u>Number</u>	<u>Description</u>	<u>Party Preparing</u>	<u>Date to be Delivered</u>
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1.

The hearing Panel may/should not [choose one] review them before the hearing.

The hearing is scheduled to begin on [date] for [number] day(s).

The proposed schedule for the hearing is as follows:

<u>Date</u>	<u>Motions/Arguments/Witnesses</u>	<u>Estimate Length of Argument</u>
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The witnesses will be immediately available when their evidence is reached on the day scheduled for their testimony and will be available on any following days. There are no other matters anticipated to occur during the hearing itself.

Other Matters

[insert any other matters the parties should be aware of]

The parties are reminded of the provisions of sub-rule 6.03(4) regarding notification of proposal not to comply with a direction given at a pre-hearing conference and sub-rule 6.03(5) regarding notifying the presiding officer of any circumstances that would materially affect the conduct of the hearing.

[Date]

[Signature of Presiding Officer]

To: [list parties' counsel]