

ZOOM HEARING INTRODUCTION

Here is a basic introduction. Add or remove details depending on nature of the case and amount of detail included in pre-hearing endorsements, etc.

Hello, my name is _____. I am an adjudicator at the Law Society Tribunal and I am chairing this hearing. My colleagues on the panel today are _____.

This is a (hearing **OR** motion hearing) in the matter of Law Society of Ontario and _____, Tribunal file _____.

Mr. / Ms. _____ is representing the Law Society and Mr. / Ms. _____ is representing the licensee / licence applicant **OR** Mr. / Ms. _____ is self-represented.

This hearing is open to the public and all exhibits and transcripts are public unless otherwise ordered. Anyone can request a copy of the transcript from the reporting service, or copies of the exhibits from the Tribunal Office. Recording of this hearing by any of the parties or members of the public is prohibited.

As this is a Zoom hearing, I want to outline a few additional details before we start:

Please ensure that you are in the centre of the frame when speaking so that all participants can see you clearly. Please speak slowly and ensure that only the person speaking is in the frame.

I ask that participants not speak over each other. I would appreciate it if you could please raise your hand and wait to be acknowledged before speaking or objecting. All participants should remain muted when not speaking.

During the hearing, the panel will be making notes and so may look away from the camera from time to time. Please note that we are still very much engaged.

Of course, there may be a technical glitch or two today. I hope that I can count on your patience and tolerance should any issues occur. If anyone is disconnected, please be assured that the hearing will pause until you are reconnected. You can reconnect using the link that the Tribunal provided. You can also call the Tribunal where someone will be available to assist you. If anyone's video is frozen, the proceeding will pause until the video unfreezes. When the video is unfrozen, you may be asked to repeat portions of what was said before the video froze. Please let me know if someone's video is frozen for you.

During breaks, please move to the breakout rooms. If you have any questions about how to do this, please ask the file management coordinator.

If you are able to and comfortable with sharing your screen during examinations or submissions to display documents or cases that you would like to draw our attention to, I encourage you to do so. We have received and reviewed: [materials reviewed].

Here's how I expect the day to go: [Give an outline of how you expect the day to go, with more detail for self-represented parties.]

Do the parties have any preliminary issues before we begin?