Hearing File No: [insert file no.]

Citation authorized: [insert date]

Citation issued: [insert date]

**LAW SOCIETY OF BRITISH COLUMBIA TRIBUNAL**

**HEARING DIVISION**

*[Insert appropriate style of cause – e.g. for disciplinary proceedings use:]*

BETWEEN:

THE LAW SOCIETY OF BRITISH COLUMBIA

AND:

*[INSERT NAME OF RESPONDENT]*

RESPONDENT

**NOTICE OF HEARING**

TO: *[Insert name and address insert email address   
of Respondent or Respondent name  
c/o counsel for the Respondent]*

TAKE NOTICE THAT the hearing of the citation dated *[insert issued date]* will proceed as a **hearing in writing, on [*insert date*] at 9:30 am,** unless an application is made to proceed in a different manner. Your written materials should be filed electronically with the Tribunal Registry as ordered by the Tribunal or as agreed by the parties. If you do not have access to a computer or the ability to upload electronic documents, you are expected to proactively inform the Tribunal Registry Office so that arrangements can be made for you to provide your written materials in a different format.

The Directions on Practice and Procedure before the LSBC Tribunal and Part 5 of the Law Society Rules outline the procedures to be followed at the hearing. The Practice Directions and Law Society Rules can be found on the LSBC Tribunal website at **LSBCTribunal.ca**. Your provision of written materials to the Hearing Panel may be your only opportunity to present evidence or make submissions.

FURTHER TAKE NOTICE THAT if you fail to provide written materials for the hearing in writing, the Hearing Panel may proceed in their absence and make any order that it could have made had you participated.

DATED at Vancouver, British Columbia, this \_\_\_\_\_\_\_ day of [month], 2024.

Hearing Clerk

LSBC Tribunal