

**Process Checklist – Self-Represented**  
***Real Estate Act* Hearing**  
**Second Adjournment Application or Contested**

File name and number: \_\_\_\_\_

Case presenter: \_\_\_\_\_

Your name: \_\_\_\_\_

CHAIR'S OPENING REMARKS	
1. The Chair will state this is a hearing with respect to you as outlined in the Notice of Hearing. The Chair will admit the Notice of Hearing as an exhibit. The Chair will state the purpose of the proceeding is to hear an adjournment application brought forth by the i.e. you or the executive director.	
2. The Chair will state the panel understands the application is to proceed by way of oral submissions.	
3. The Chair will introduce themselves.	
4. The Chair will ask the other panel members to introduce themselves.	
5. The Chair will ask the case presenter to introduce themselves.	
6. The Chair will ask you to introduce yourself.	
7. The Chair will ask the independent legal counsel to the panel to introduce themselves.	
8. The Chair will explain that the role of independent legal counsel to the panel is to provide legal advice to the <b>panel only</b> , throughout the proceedings.	
9. The Chair will ask the hearings administrator to introduce herself.	
10. The Chair will confirm whether there is anyone else on the line, other than the panel members, independent legal counsel, you/your lawyer, and the case presenter. If so, the Chair will ask in what capacity they are present in the hearing. For example, are they others listening on the telephone?	
11. If there are observers, confirm all observers have provided their names to the hearings administrator in advance of the hearing. If not, have them give their name to the hearings administrator. A short pause in the hearing may be required.	
12. If the witnesses are on the telephone, the Chair will ask them to hang up and we will email them to call back when we want them to give their testimony (very unlikely for an adjournment application).	
13. The Chair will instruct everyone present in the hearing room (or on the conference call) to turn off all electronic devices.	

14. The Chair will state that, in accordance with RECA’s electronics policy, the panel only permits the hearings administrator to record the hearing. RECA strictly prohibits any other types of recordings.	
15. The Chair will confirm that the hearings administrator is digitally recording the proceedings.	
16. The Chair will advise the parties if they have any questions, during the proceeding, kindly address them through the Chair.	
17. Outline the process for the adjournment application: <ul style="list-style-type: none"> <li>a. The party requesting the adjournment will give their oral submissions (statements).</li> <li>b. The panel may ask questions.</li> <li>c. The responding party will give their submissions (statements).</li> <li>d. The panel may ask questions</li> <li>e. The party requesting the adjournment may give a rebuttal/response to the industry member counsel’s submissions (statements).</li> <li>f. The case presenter will give any closing submissions (statements).</li> <li>g. You or your counsel will give any closing submissions (statements).</li> <li>h. The panel may ask questions</li> <li>i. The adjournment application will end and the panel will advise whether it will give an oral decision or a written decision (or both).</li> </ul>	
<b>THE HEARING</b>	
18. The Chair will ask you and the case presenter if either of you have any, preliminary issues, questions, or concerns before proceeding. <ul style="list-style-type: none"> <li>a. The Chair will indicate that they require a verbal response.</li> </ul>	
19. The Chair will state that the matter is whether to grant an adjournment application at the request of X (i.e. the executive director or by you).	
20. The Chair will state that the hearing panel has received and reviewed the written adjournment application from either you or the executive director.	
21. The Chair will ask that the Application for an adjournment be an exhibit in the hearing, if the case presenter has not already done so.	
22. The Chair will ask the party requesting the adjournment to begin and make their submissions.	
23. The Chair will ask the panel to ask questions once the person requesting the adjournment has finished submissions.	

24. The Chair will ask the responding party if they will be making submissions.	
25. The Chair will ask the panel to ask questions once the party has completed their submissions (one after the other).	
26. The Chair will enter any documents as exhibits.	
<b>CASE PRESENTER'S REBUTALL</b>	
27. The Chair will invite the party making the adjournment application i.e. yourself or the case presenter to give rebuttal, if they choose.	
<b>PARTIES' CLOSING SUBMISSIONS</b>	
28. The Chair will invite the case presenter to make closing submissions (statements).	
29. The Chair will invite you or your counsel to make closing submissions (statements).	
30. The Chair will invite the case presenter to respond to you or your counsels closing submissions (will respond to your closing statements).	
<b>ADJOURNMENT APPLICATION CLOSE</b>	
31. The Chair will give the hearing panel's closing remarks. <ul style="list-style-type: none"> <li>a. They will thank everyone for their attendance.</li> <li>a. They will advise you and the case presenter the panel will make a decision regarding the adjournment application and will advise you and the case presenter either orally or in writing as soon as possible.</li> </ul>	