



NOTICE TO THE PROFESSION: NEW SCHEDULING PROCESS

Introduction

The Law Society Tribunal has devised a new scheduling process that will apply to hearings commencing before the Hearing Division after May 2, 2014.

The new scheduling process does not affect the scheduling of proceeding management conferences (PMC), pre-hearing conferences (PHC), motions, summary hearings, appeal management conferences or appeals. PMC, PHC and summary hearing dates for the period of May to December 2014 are posted on the Tribunal website.

The new scheduling process is designed to maximize hearing date options and provide parties with the exact dates when their matter will be heard, as opposed to within a range of dates as is the current practice. Increased efficiency and decreased costs should result as the parties will have access to more hearing dates and attend only on actual hearing dates.

New Scheduling Process

The new scheduling process will work in accordance with the *Rules of Practice and Procedure* as follows.

- At a PMC, parties request hearing dates and estimate the total number of days required to complete the matter. Parties are required to make as accurate an estimate as possible to allow for the efficient use of Tribunal resources.
- At a PMC, the hearing is scheduled for specific dates. Up to five consecutive hearing dates (Monday to Friday of the same week) may be scheduled. Further continuation dates are set by the seized panel at the hearing, if needed.
- Prior to the hearing, if less hearing time is required than previously estimated, parties must immediately advise the Tribunal Office's [Hearings Coordinator](#) of the new time estimate and indicate the reason for the change.
- Parties will be notified of the assigned panel about one week in advance of the hearing.

The new scheduling process does not affect the requirements noted in the [Rules of Practice and Procedure](#) or the [Practice Direction on Adjournment Requests to the Hearing Division](#). Please refer to these resources, both of which are posted on our website.

LAW SOCIETY TRIBUNAL
Suite 402
375 University Avenue
Toronto, Ontario M5G 2J5
Telephone 416-947-5249
Toll Free 1-800-668-7380, ext. 5249
Fax 416-947-5219
E-mail tribunal@lsuc.on.ca