

CHECKLIST: ADJOURNMENT MOTION

Adjournment Motion: A formal request made to the panel to reschedule a hearing to a later date. This is required if the other party does not agree to an adjournment, or if the Chair of the Panel or Committee does not agree to a request to adjourn the hearing through the Form 14A process.

Preparing for an Adjournment Motion

- Review Rule 14 of the [Rules of Procedure of the Discipline Committee and Fitness to Practise Committee](#).
- Review Rule 5 of the [Rules of Procedure of the Discipline Committee and Fitness to Practise Committee](#).
- Read the College's [Practice Direction for Electronic Proceedings](#). College hearings, including motions, typically happen through videoconference.
- Complete a technology set up with the Tribunals Office.
 - Tribunals staff will reach out to conduct a quick tech set up in advance of the hearing date if I am participating in my hearing.
- Schedule the motion (see Rule 5.02).
- Prepare a Notice of Motion using the [Form 5A](#).
- Consider whether there are any other additional materials I wish to rely on at the hearing of the motion such as: motion record, factum, book of authorities.
- File a Notice of Motion and motion materials with the Tribunals Office at least 10 business days before the date specified for the hearing of the motion and serve a copy of these materials on the other party or parties at least 10 business days before the date specified for the hearing of the motion.
- Have my calendar available during the proceeding in the event that new dates are required to be set.

Additional Resources

- [Tribunals Glossary](#)
- [Tribunals Book of Authorities](#)

FAQS

- [Who should a member speak with if they need an accommodation for their hearing?](#) (See also Language of Hearings and Right to Use French, Rule 4.04)
- [What are the technological requirements to attend a hearing?](#)
- [What is a motion?](#)
- [How does a member file a motion?](#)
- [What happens after a motion has been filed?](#)

Disclaimer

The information contained in this checklist should not be taken as legal advice and is meant to provide a general high-level overview of steps that self-represented Members can take to prepare themselves for their hearing. Additional steps may be required. Self-represented Members should carefully review the [Ontario College of Teachers Act, 1996](#), [Rules of Procedure of the Discipline Committee and of the Fitness to Practise Committee](#) and the [Tribunals Book of Authorities](#) to prepare themselves for their hearing.