

CHECKLIST: SET DATE HEARING

Set Date Hearing: A proceeding to set a matter down for a hearing. A party can ask the Tribunals Office for a set date hearing if the parties cannot agree on a hearing date or if a party is unresponsive or not engaging in the process.

Preparing for a set date hearing

- Read the Notice of Hearing, including the allegations against me.
- Discuss potential hearing dates with College Counsel and the Tribunals Office.
- Read the College's [*Practice Direction for Electronic Proceedings*](#).
- 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.
- Have my calendar available during the set-date conference to facilitate scheduling the hearing dates.

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?](#)
- [How are hearings scheduled?](#)

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.