Hearing File No: [insert file no.]

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

**DIRECTION TO SCHEDULE CASE CONFERENCE**

The Chair of the Hearing Panel has directed that a case conference be scheduled to discuss the reasons why this matter has not been set down for hearing.

A [Chair/Hearing Panel] will be available to hear this matter by video-conference on any one of the following dates:

[insert day and date], 2022 commencing at 9:00 am.

[insert day and date], 2022 commencing at 9:00 am.

[insert day and date], 2022 commencing at 9:00 am.

Within 3 days of receiving this notice, the parties are directed to either advise the Tribunal Office of their mutually agreed upon date or to provide the Tribunal with an explanation of why they cannot attend and proposed alternative dates.