Notice of Referral ordered: [insert date]

**Law Society of British Columbia TRIBUNAL**

**Hearing division**

BETWEEN:

LAW SOCIETY OF BRITISH COLUMBIA

AND:

*[NAME OF APPLICANT]*

**APPLICANT**

**INFORMATION SHEET**

 **REFERRAL FOR LICENSING HEARING**

TO: the *[Name of Applicant]*:

*[insert Applicant Email address and address]*

AND TO: Counsel for the Law Society

*[insert Applicant Email address and address]*

 The Law Society of British Columbia is serving the Applicant with a Notice of Referral for Hearing issued by the Credentials Committee. The hearing will proceed before the LSBC Tribunal in accordance with Parts 5 of the *Legal Profession Act* and Law Society Rules. At the hearing, the onus will be on the Applicant to satisfy the panel on the balance of probabilities that they have met the requirements of section 19(1) of the *Legal Profession Act*, SBC 1998, c.9.

 Contemporaneously with, or as soon as practicable after, the Notice of Referral is served on the Applicant, counsel for the Law Society will take steps to notify the Applicant of the matters set out in Rules 2-91 and 2-92 of the Law Society Rules. Law Society counsel will also deliver a disclosure package to the Applicant.

At any point after the Notice of Referral is served on the Applicant, either party may commence proceedings before the LSBC Tribunal by filing the Notice of Referral for Hearing with the LSBC Tribunal Office, along with a Requisition in a form approved by the LSBC Tribunal.

Once the Notice of Referral is filed, either party may request a pre-hearing conference to set the date for hearing or give other directions about the proceeding. Alternatively, the parties may jointly submit a request that the hearing date(s) be set by agreement.

Hearings scheduled for less than five days and pre-hearing conferences are held virtually on Zoom unless an application is made to proceed in a different format. Information on how the parties can join the virtual hearing or pre-hearing conference will be sent to the parties at the email addresses set out above prior to the start of the hearing or pre-hearing. The parties will also be sent a link to upload electronic documents to be introduced at the virtual hearing or pre-hearing. If any party does not have videoconference technology available, they are expected to proactively inform the Tribunal Office so that arrangements can be made for them to join the virtual proceeding from the Tribunal Office or another location.

IF EITHER PARTY FAILS TO ATTEND THE HEARING OR PRE-HEARING CONFERENCE, THE HEARING PANEL OR MOTION ADJUDICATOR MAY PROCEED IN THEIR ABSENCE AND MAKE ANY ORDER THAT IT COULD HAVE MADE HAD THE PARTY BEEN PRESENT.

The Applicant may appear personally and may be represented by counsel. The Directions on Practice and Procedure before the LSBC Tribunal and Parts 2 and 5 of the Law Society Rules outline the procedures to be followed. The Directions and Law Society Rules can be found on the LSBC Tribunal website at LSBCTribunal.ca. The Applicant’s appearance before the Hearing Panel may be their only opportunity to present evidence, call witnesses or make submissions.

 TAKE NOTE that under Rule 2-91 of the Law Society Rules, an Applicant is entitled to be notified of the purpose of the hearing, the circumstances to be inquired into at the hearing and the amount of security for costs set by the Credentials Committee under Rule 2-92.

 ALSO TAKE NOTE that under Rule 2-102, if an Applicant has failed to take steps for one year to bring their application for [enrollment/call and admission/reinstatement] to hearing, their application will be deemed abandoned.

 IF THE APPLICANT NO LONGER WISHES TO PROCEED with the application for [enrollment/call and admission/reinstatement] once the Notice of Referral is filed, they must file a Form 19 - Notice of Withdrawal.

Information about the LSBC Tribunal is available on its website at [www.LSBCTribunal.ca](http://www.LSBCTribunal.ca). You may contact the LSBC Tribunal at: 9th Floor, 845 Cambie Street, Vancouver, BC V6B 4Z9; Tel: 604.443.5753; Email: TribunalRegistry@lsbc.org