Hearing File No: [insert file no.]
Citation authorized: [insert date]

Citation issued: [insert date]

**LAW SOCIETY OF BRITISH COLUMBIA TRIBUNAL**

**REVIEW 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

**REVIEW RECORD**

|  |  |
| --- | --- |
| *(Name of initiating party)**(Name of initiating party’s counsel, if any)* | *(Name of responding party)**(Name of responding party’s counsel, if any)* |
|  |  |
| *(Address of initiating party or, if the respondent/applicant is represented, address of the law firm)* | *(Address of responding party or, if the responding party is represented, address of the law firm)* |

**COMPLETION INSTRUCTIONS**

The Review Record must be double sided and each page of the Review Record must be numbered consecutively beginning with the first page of Part 1. The documents contained in the Review Record must be book marked in a pdf document.

The party initiating the Review must prepare an electronic copy of the Record and deliver:

(a) one (1) copy of the Review Record to the LSBC Tribunal electronically; with a copy to the responding party or, if the other party is represented, to the responding party’s counsel.

(b) when the Review Record is available for filing, contact the Tribunal Office and a link will be provided to upload the documents.

Under Rule 5-24.1 of the Law Society Rules, the Review Record must be delivered **within 60 days** of delivering the Notice of Review unless the time has been extended by agreement between the parties or by order of a motions adjudicator.

The Review Record must contain the documents referred to in Rule 5-22 *[Record of credentials hearing]* or Rule 5-23 *[Record of discipline hearing]* or Rule 5-24 *[Record of an order for costs by the Practice Standards Committee]* and the documents should be set out in the following order:

• **INDEX**

The Review Record must contain an index. If there is more than one volume of the Review Record, each volume must be labelled with the volume number on its face and the index must contain a volume heading identifying the documents contained in that volume.

• **Part 1 – INITIATING DOCUMENT**

In a discipline matter, the most current version of the citation initiated the proceeding under review. In a credentials matter the Notice of Referral to Hearing that initiated the proceeding under review.

• **Part 2 – TRANSCRIPTS OF HEARING(S)**

Each transcript must contain a cover page, index of proceedings, list of exhibits, the complete transcript of the proceeding and the signed certificate of the official reporter. The transcript may include a key word index. Transcripts are ordered through the Tribunal Office and the transcription costs must be paid for in advance.

• **Part 3 – EXHIBITS**

On application to the Hearing Administrator, a copy of the exhibits will be provided. Exhibits must be included in the Review Record in the order in which they were admitted into evidence. The index must describe each exhibit by exhibit number, a full description of the document and its date, if any.

If an exhibit is in the form of an audio or video recording, a blank page should be inserted with a notation that the exhibit has not been reproduced and the original exhibit may be ordered from the Tribunal Office to be available to the review board at the hearing of the review.

If an exhibit is a photograph, a copy will be provided and the original photograph may be ordered from the Tribunal Office to be available to the review board at the hearing of the review.

If an exhibit cannot be legibly reproduced you will be advised by the Tribunal Office. A blank page should be inserted with a notation that the exhibit cannot be legibly reproduced and the original exhibit may be ordered from the Tribunal Office to be available to the review board at the hearing of the review.

• **Part 4 – WRITTEN SUBMISSIONS**

A copy of any written arguments or submissions provided to the hearing panel in the order received by the panel.

• **Part 5 – DECISION(S)**

A copy of the reasons or decision filed in the format released to the parties.

• **Part 6 – NOTICE OF REVIEW**

A copy of the document that initiated the review.

• **Part 7 – ORDER(S)**

A copy of any order not set out in the decision of the hearing panel.

• **Part 8 – OTHER DOCUMENTS**

In addition to the foregoing, the Review Record may contain any other document **agreed to by the parties** under Rule 5-23 of the Law Society Rules 2015

***A SAMPLE REVIEW RECORD INDEX IS ATTACHED.***

***SAMPLE REVIEW RECORD INDEX***

**INDEX**

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|  | **VOLUME ONE** | **Page Number** |
|  |  |  |
|  | **Part 1 – Initiating Document** |  |
|  | Citation issued *[insert date]* **or** Application for *[insert name of application]* dated *[insert date]* | 1 |
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|  | **Part 2 – Transcripts of Hearing(s)** |  |
|  | Transcript of F&D proceedings on *[insert date]*  |  |
|  | Transcript of F&D proceedings on *[insert date]* |  |
|  | Transcript of DA proceedings on *[insert date]***Or** Transcript of credentials proceedings on *[insert date]* |  |
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|  | **VOLUME TWO** *[insert when needed – continue sequential numbering]* | **Page Number** |
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|  | **Part 3 – Exhibits** |  |
|  | Exhibit 1 – citation issued *[insert date]* **or** notice of referral to Hearing dated *[insert date]* |  |
|  | Exhibit 2 – affidavit of *[insert name of deponent]* sworn *[insert date]* |  |
|  | Exhibit 3 – Notice to Admit dated *[insert date]* |  |
|  | Exhibit 4 – Response to Notice to Admit dated *[insert date]* |  |
|  | Exhibit 5 – Professional Conduct Record as of [insert date] |  |
|  | Exhibit 6 - Draft Bill of Costs |  |
|  | Exhibit 7 – Five letters of reference filed on behalf of the Respondent/Applicant dated between insert date and [insert date] |  |
|  |  |  |
|  | **Part 4 – Written submissions** |  |
|  | Submissions of the Law Society (Facts and Determination) dated *[insert date]* **Or** Submissions of the Applicant in a credentials hearing dated *[insert date]* |  |
|  | Submissions of the Respondent (Facts and Determination) dated *[insert date]* **Or** Submissions of the Law Society in a credentials hearing dated *[insert date]* |  |
|  | Submissions of the Law Society (Disciplinary Action) dated *[insert date]* |  |
|  | Submissions of the Respondent (Disciplinary Action) dated *[insert date]* |  |
|  | **Part 5 – Hearing Panel Decision(s) and Orders** |  |
|  | Decision on Facts and Determination issued *[insert date]* |  |
|  | Decision on Disciplinary Action issued *[insert date]* |  |
|  | **Or** Credentials decision issued *[insert date]* |  |
|  | Order made *[insert date]* **if order not included in decision** |  |
|  | **Part 6 – Notice of Review**  |  |
|  | Notice of Review dated *[insert date]* |  |
|  | **Part 7 – Pre-Review Decisions / Order(s)** |  |
|  | Order made *[insert date]*  |  |
|  | **Part 8 – Other documents** |  |
|  | List and describe any documents **agreed to by the parties** under Rule 5-23 of the Law Society Rules 2015 –refer to Directions on Practice and Procedure before the LSBC Tribunal |  |