



## Hearing Checklist for Self-Represented Parties

This document has information about how hearings work. It has checklists to help you prepare for your hearing. Review the checklist items. Use the checkbox to make sure you have everything you need.

### Before the Hearing

A WSIAT staff member will review your file and call you to discuss your appeal. If your appeal is ready to proceed, they'll send you the Issues on Appeal Letter. The Issues on Appeal Letter states the decision(s) and issue(s) on appeal. When you receive the Issues on Appeal Letter, you have 4 weeks to confirm the issues on appeal and send us any information you want us to consider. This is called the disclosure period.

#### Be sure that

- you review the Issues on Appeal Letter, the case record and the addenda
- you complete the Hearing Ready Form and send us all information you want us to consider. Any information you send us after the disclosure period will not be added to the case materials.
- you review the Hearing Ready Form sent by the other party if they are participating
- you review the Hearing Ready Letter. It confirms the issues on appeal that will be discussed at the hearing.

### Once You Get the Notice of Hearing

The Notice of Hearing will let you know the hearing format. It could be

- a videoconference hearing (on computer via Zoom)
- a teleconference hearing (on the phone)
- an in-person hearing

The Notice of Hearing has the connection or location details of the hearing. **Call us right away** if you don't have these details - 416-314-8800 or 1-888-618-8846.

### Be sure that

- you have all the case materials listed on the Document List like the
  - case record
  - addenda
  - Hearing Ready Letter

If you don't have all of these documents, please call us – 416-314-8800 or 1-888-618-8846.

- you've prepared what you're going to share at your hearing
  - make notes to help you stay organized
- you know how to get to your hearing (if in person)
  - review [How to Get to Your Hearing](#)
- you know how to connect to your hearing (if remote - videoconference or teleconference)
- your witnesses know how to attend the hearing (in-person or remote)
- you have a quiet and private place for your remote hearing (if hearing will be videoconference or teleconference)

### At the Hearing

Generally, a 3-member Panel will hear your hearing. This includes

- a Vice-Chair
- a Worker Member
- an Employer Member

The Panel will introduce themselves at the start of the hearing. They'll ask you to state your name for the record. The audio of the hearing will be recorded.

There are 3 stages of the hearing

1. Opening Statements
2. Testimony and Questions
3. Closing Statement

## 1. Opening Statements

You'll present your opening statement to the Panel. Your opening statement is a short overview of your case. You should explain

- why you are appealing the decision(s) or responding to the decision(s)
- what outcome you're hoping to receive

### Be sure that

- you prepare your opening statement
- you bring your notes so you cover all your points

## 2. Testimony and Questions

Your testimony is how you share your story.

### When you prepare your testimony, be sure that you

- provide the history of your case related to the issues under appeal
- explain how the evidence supports your position
  - if necessary, refer to page numbers in the case material to identify specific medical evidence

The other party may ask you questions (if they are participating). The Panel Members might ask you questions as well.

The employer or other parties may testify.

You can ask the other witness questions. The Panel might ask the other witness questions as well.

### **3. Closing Statement**

When everyone has testified, the Panel will hear your closing statement.

#### **Be sure that your closing statement**

- summarizes the main points you want to make about your appeal
- includes the reasons why you believe you should be successful
- explains what you want to receive if you win the appeal

The Employer or other party will also have a chance to present their closing statement (if participating).

#### **Our Decision**

We'll send our decision to you in writing after the hearing.