

Annex 2b
Inter Partes Hearings Checklist – use in conjunction with notes

On receipt of request	
From Dossier or Paper file – use agent letter, EL2 etc as required to complete as much as possible of Hearing Arrangement Sheet	
Co-ordinate with case officer over dates and status of hearing. Fix window week and send letter	
Arranging the hearing date	
In Outlook calendar open appointment date and add attendees, rooms, etc	
Ring the agents and co-ordinate date and time – check with case officer if agent requests telephone, video or London hearing	
Co-ordinate with case officer over the hearing confirmation letter and wording to send to agents from PROSE, send to agents, import to dossier –check if NOPI – check if HO requires transcriptwriter	
Enter the details in paper diary and on spreadsheet	
In Outlook set reminders for 2 week, 1 week and 2 days before the hearing	
Place paper folder in ‘Arranged hearings’ file	
2 week - 2 days before the hearing	
Contact the parties, confirm attendees, arrival method and status of additional documents, witnesses and running order, transcript services.	
Co-ordinate with the case officer to see that all documents are received and if they need to be forwarded on.	
Day of the hearing	
Newport – Prepare room London – Confirm details with London admin	
If using digital recorder – check date and replace battery	
When agents arrive, escort them to the room, once settled inform HO and others	
Ensure HO can operate recorder, place ‘quiet’ sign outside door	
After hearing, tidy room, collect recorder	
Transfer recording (IT Helpdesk) and send to HO and Dossier	