

Annex 9
Hearing Window Week Arrangement Letter

Your Reference:

Our Reference:

Date:

Dear Sir

(LETTER HEAD AS SUPPLIED BY CASE OFFICER)

1. The case officer in the above case has instructed me to make arrangements for the substantive hearing. These hearings will normally take place in our Abbey Orchard Street offices in London.
2. The hearing in these proceedings has been scheduled for the week commencing **XX to XX XXXXXXXX XXXX**. You should ensure that all your attendees, including counsel and any of your witnesses that may be called for cross-examination, are available for the whole of this week. We will write to you again at an appropriate time during the evidence rounds to confirm the actual days and make the necessary arrangements for the hearing.
3. The scheduled week provides sufficient time to complete the evidence rounds, for the parties to consider any Preliminary Evaluation issued after the evidence rounds have been completed and for expert witnesses to provide a joint statement of agreed and disputed matters if required.
4. If this particular week is inconvenient for you then please inform us within two weeks of the date of this letter that is, by **XX XXXXXXXX XXXX** so that we may make alternative arrangements.

A letter in identical terms has been sent today to the other party.

Yours faithfully

Name (Hearings Clerk)
Section