

Interim Order Hearing Attendance Form

Name:	SCR:
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Date of Hearing:

Attendance

You have the right to attend the hearing.

Do you intend to attend the hearing?	Yes / No (please indicate)
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Representation

You have the right to be represented at the hearing by a solicitor, barrister, trade union representative or a representative from your professional body.

Will you be represented at the hearing?	Yes / No (please indicate)
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Representative's Details

Name:	
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Occupation:	
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Address:	
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Tel No:	Email Address:
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Oral Submissions

If you are not being represented, you have the right to make oral submissions to the Committee. Oral submissions are when you address the Committee. This is different to giving oral evidence. You do not have to make oral submissions if you do not wish to do so.

Do you intend to make oral submissions?	Yes / No (please indicate)
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Evidence

Whether or not you are being represented, you have the right to give evidence to the Committee. All evidence is given under oath or affirmation from the witness stand. If you give evidence, you may be cross-examined by the Council's Solicitor and asked questions by the Committee. You do not have to give evidence if you do not wish to do so. The reason that we ask you this question is so that we can estimate how long your case is likely to take.

Do you intend to give evidence?	Yes / No
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Calling Witnesses

You have the right to call witnesses to give evidence on your behalf at the hearing. Witnesses give evidence under oath or affirmation from the witness stand. They may be cross-examined by the Council's Solicitor and asked questions by the Committee.

Do you intend to call any witnesses?	Yes / No (please indicate)
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Witness Name:		Witness Name:		Witness Name:	
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Written Representations

You have the right to make written representations to the Committee. You may do this even if you are attending the hearing and / or even if you are represented at the hearing. You must send your written representations to the Clerk at least 14 days before the hearing.

Do you intend to make written representations to the Committee?	Yes / No (please indicate)
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Request for Postponement

If you wish to request that the hearing be postponed, you must put your request in writing without delay. The Chair of the Committee will make the decision. Interim Order hearings are postponed only in exceptional circumstances.

Do you wish to request a postponement?	Yes / No (please indicate)
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If yes, you should write a letter to the Chair of the Committee detailing the reasons for your request, and attach the letter to this form.

Contact Details

Please provide your contact details in case we need to call you.

Home:		Mobile:	
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Special Requirements

Please let us know if you have any special requirements so that we can put arrangements in place to facilitate your attendance at the hearing e.g. an interpreter.

Signature: _____

Date: _____