

FORM B

HEARING MEMORANDUM
Pursuant to Sections 4.02.01 and 4.02.02 of the CPAB Procedures

(Title of Proceeding)

HEARING MEMORANDUM OF [INSERT]

Date of Hearing:

Name and email of the CPAB's Counsel:

Name and email of the Petitioner's Counsel (if applicable):

1. ISSUES

- Include statement of issues being contested/issues on review and whether any can be simplified or clarified
- Identify any suggested amendments to the Notice of Hearing/response to suggested amendments
- Propose schedule by which any steps are to be taken or commenced
- Identify Holidays that will not apply
- Any other matter that may assist in the just and most expeditious disposition of the Proceeding.

2. EVIDENCE

- List facts that can be agreed upon
- List any documents intended to be relied upon on at the hearing.
- List any legal authorities that will be relied upon.
- List of proposed exhibits to be introduced at the hearing.
- Identify any issues related to admissibility

3. WITNESSES

- Include list of witnesses and a brief summary of their anticipated testimony as well as expected time that witness will be required to testify.

4. MOTIONS

- Outline whether any motions are intended to be brought at the commencement of the hearing.
- Identify any preliminary objections.

5. ORDER SOUGHT

- Outline the order being sought at the hearing.

[Date]

[Signature of most responsible counsel who will be attending at the hearing]