

**2) Checklist for Judicial Hearings**

1	All parties present or immediately available	
2	Parents/Guardians present for any minors	
3	Introductions	
4	First party (Protestor/Appellant) evidence and cross examination	
5	First party witnesses and cross examination	
6	Independent witnesses or evidence and cross examination	
7	Second party (person protested/appealed against) evidence and cross examination	
8	Second party witnesses and cross examination	
9	Second Party Closing Statement (no new evidence)	
10	First Party Closing Statement (no new evidence)	
11	Clerk or Stewards deliberation in private	
12	Write out decision - sign, date and time	
13	Deliver findings - Remind of right of appeal	
14	Obtain signature, date and time for receipt of decision	
15	Decision, notes of hearing and any documents to MSA	