



Guideline: Requirements for Written Submissions

Guidelines support the Assessment Review Board (ARB) Rules of Practice and Procedure and provide guidance about what the ARB expects of the parties and, in turn, what the parties can expect from the ARB. The guidelines assist in understanding the Rules.

Note, for any multi-day proceeding (more than one day), submissions must be in writing.

Purpose of this Guideline:

The purpose of the guideline is to provide direction for the orderly formatting and filing of written submissions that are to be filed in any multi-day proceeding upon the conclusion of the hearing. Compliance with this guideline is required.

Description and Structure of the document:

Written submissions are a summary of your closing arguments at the conclusion of your hearing. Unless otherwise directed by the Hearing Member, written submissions should not include a recitation of any written evidence before the Board, because this information is already before the Board. Instead, parties should quote only specific points of evidence necessary to support each submission that they make.

A party's written submission should first list each issue the party requests the Board to address, and then, in a separate section for each issue delineated by a title, provide the party's submissions respecting the issue. Use of titles and subtitles is encouraged, as this assists the other parties in responding to a party's submission, and to the Hearing Member.

Responding parties are encouraged to organize their response using the order of issues used in submission to which they are responding.

Timeline:

The Hearing Member, subject to discussion with the parties, will give directions at the end of each hearing regarding due dates for filing written submissions. Considerations will include the number and complexity of the issues, schedules, and whether submissions need to be sequenced or staggered.

Notwithstanding the foregoing, the Board will endeavour to have submissions filed as expeditiously as possible.



Filing with the Board:

Written submissions filed with the Board must comply with the Board's guideline on Electronic Document Format and Filing Requirements.