



Workplace Safety and Insurance Appeals Tribunal (WSIAT)

www.wsiat.on.ca

Hearing Checklist for Parties that are Self-Represented

This document has information about how hearings work. It has checklists to help you prepare for your hearing. Review the checklist items . Use the checkbox to make sure you have everything you need.

Before the Hearing

Be sure that

- you have all of the case materials listed on the Document List like the
 - case record
 - addenda
 - Hearing Ready Letter

If you're not sure, please call us - 416-314-8800 or 1-888-618-8846

- you review your case materials
- the case materials have all the documents that you think are important for your hearing
- you notify us if you need any accommodations like
 - a support person coming with you to the hearing
 - a change in the hearing format

- you review your Hearing Ready Letter that confirms the issues being discussed at the hearing and that you
 - understand those issues
 - agree those are the issues under appeal

Once You Get the Notice of Hearing

The Notice of Hearing will let you know the hearing format. It could be

- a videoconference hearing (on computer via Zoom)
- a teleconference hearing (on the phone)
- an in-person hearing

The Notice of Hearing has the connection or location details of the hearing. **Connect with us right away** if you don't have these details.

Be sure that

- you notify us of your witnesses (if any)

- you provide your witnesses' will-say statement (if you have witnesses)

- you've prepared what you're going to share at your hearing
 - make notes to help you stay organized

- you know how to get to your hearing (if in person)
 - review [How to Get to Your Hearing](#)

- you know how to connect to your hearing (if remote - videoconference or teleconference)

- your witnesses know how to attend the hearing (in-person or remote)

- you have a quiet and private place for your remote hearing (if hearing will be videoconference or teleconference)

At the Hearing

A 3-member Panel will hear your hearing. This includes

- a Vice-Chair
- a Worker Member
- an Employer Member

The Panel will introduce themselves at the start of the hearing. They'll ask you to state your name for the record. The audio of the hearing will be recorded.

There are 3 stages of the hearing

1. opening statements
2. testimony and questions
3. closing statement

1. Opening Statements

You'll present your opening statement to The Panel. Your opening statement is a short overview of your case. You should explain

- why you are appealing the decision(s) or responding to the decision(s)
- what outcome you're hoping to receive

Be sure that you

- prepare your opening statement
- bring your notes so you cover all your points

2. Testimony and Questions

Your testimony is how you share your story.

When you prepare your testimony, be sure that you

- provide the history of your case related to the issues under appeal
- explain how the evidence supports your position
 - if necessary, refer to page numbers in the case material to identify specific medical evidence

The other party will ask you questions (if they are participating). The Panel Members might ask you questions as well.

The employer or other parties will testify.

You can ask the other witness questions. The Vice Chair or Panel might ask the other witness questions as well.

3. Closing Statement

When everyone has testified, the Panel will hear your closing statement.

Be sure that your closing statement

- summarizes the main points you want to make about your appeal
- includes the reasons why you believe you should be successful
- explains what you want to receive if you win the appeal

The Employer or other party will also have a chance to present their closing statement (if participating).

Our Decision

We'll send our decision to you in writing after the hearing.