

### **Protocol for observing a CLC Adjudication Panel Hearing**

- **Each and every person who wishes to observe a hearing needs to make an individual application without exception.**
- An application to observe a hearing does not guarantee attendance.
- Places will be allocated on a first-come-first-served basis, but preference will be given to people with a connection to the case.
- Applications to observe a hearing must be received at least five working days before the hearing is due to start.
- If your application is accepted, we will ask you to provide us with a form of ID at least one working day in advance of the meeting (Passport or Driving Licence).
- **You must not audio record, film, live screen, photograph, or screenshot any part of the hearing.**
- You must mute your telephone/computer throughout the hearing.
- You may be asked to turn your camera on or off by the Adjudication Panel Chair.
- You must not attempt to communicate with the hearing parties by any means while the hearing is in session.
- You must follow any directions given to you by the Adjudication Panel Chair.
- Some hearings take place partially in private. If a hearing you attend goes into private session, you will be asked to leave until such a time when it resumes in public session. If you do not leave when asked, you will be excluded from the hearing.
- You must not share the meeting access details to the hearing with anyone.

**A failure to follow these rules may lead to you being excluded immediately from the hearing or to not be granted access to a hearing.**

Please email [clc@clc-uk.org](mailto:clc@clc-uk.org) if you have any queries.