NOTICE OF HEARING DISCIPLINARY ACTION
_____ ASSOCIATION OF REALTORS®

Case No. _____

_____ vs._____
Complainant(s) Respondent(s)

_____ vs._____
Complainant(s) Respondent(s)

All parties are hereby notified that the hearing for the above referenced matter has been scheduled for:

Date: _____

Time: _____

Location: _____

Address: _____

The appointed Panel members in this case are:

_____, PRESIDING OFFICER

_____, PANEL MEMBER

_____, PANEL MEMBER

_____, ALTERNATE PANEL MEMBER

Any party may be represented by legal counsel or a REALTOR® at the hearing. If a party intends to be represented, the party must give written notice to the other parties and the hearing Panel at least fifteen (15) calendar days before the hearing. The notice must include the name, address and phone number of the representative. Failure to provide notice as required does not invalidate a party's right to be represented, but may result in the hearing Panel granting a continuance to allow the other parties the ability to seek and obtain representation. If a continuance is granted due to a failure to give timely notice of representation, a continuance fee will be assessed to the party failing to give notice.

Each party shall be responsible for the attendance of his or her witnesses at the hearing.

Exchange of evidence prior to the hearing is not mandatory. However, parties are strongly encouraged to do so to avoid unnecessary continuances or delays.

The parties shall not discuss or attempt to discuss the case with any hearing Panel member except during the hearing.

Dated: _____

Signature_____,

_____, Association Executive or authorized designee
Type/Print Name

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