**ONTARIO PHYSICIANS AND SURGEONS DISCIPLINE TRIBUNAL**

**Tribunal File No.:** Insert No.

College of Physicians and Surgeons of Ontario

**College**

- and -

Dr. [First name(s)] [Last name]

**Member**

# CASE MANAGEMENT CONFERENCE MEMO OF Choose the party.

As required by Rule 9.4.2, provide the following information and include any other information that may assist the case management process.

## PART I - BACKGROUND INFORMATION (only in College memo)

1. Member’s CPSO number:
2. Independent practice certificate issued:
3. Year of birth:
4. Place of practice:
5. Primary medical qualification:
6. Specialty qualifications:
7. Terms/conditions/limitations:
8. Can the member practise at this time?
9. Origin of investigation (select all that apply):
* [ ]  Patient complaint
* [ ]  Family member complaint
* [ ]  Other complaint
* [ ]  Registrar-initiated investigation
1. Number of patient/family member complainants:
2. Date(s) of complaints or registrar-initiated investigation:
3. Previous discipline findings, if any (include citations):
4. Relevant College history, if any:
5. Date initial College disclosure completed:
6. Number of pages of disclosure to date:
7. If any of the College’s allegations are proven, is revocation mandatory?

## PART I - BACKGROUND INFORMATION (Only in Defence Memo)

1. General description of the nature of the member’s practice.
2. Is the member asking for an expedited hearing under s. 25.4(3) or for any other reason?
	* [ ]  Yes
	* [ ]  No

## PART II – COUNSEL DISCUSSIONS

If both parties are represented, counsel are expected to have an initial discussion of the case before preparing their CMC memo. Indicate the dates and results of your discussion. If counsel have not yet discussed this matter, please send an update with this information no later than two days before the CMC.

## PART III – THEORY OF THE CASE

1. Describe the theory of your case as you currently understand it. Identify the factual and legal issues to be decided.
2. What is your position on settlement?
3. What is your current position on penalty if the allegations are proven after a contested hearing?
4. Is there information you do not currently have that you expect would affect your position on penalty or settlement?

## PART IV - HEARING PREPARATION

1. How many fact witnesses do you expect to call? Please identify them and the general nature of their evidence to the extent possible at this stage.
2. How many expert witnesses do you expect to call? Please identify them, whether their reports have been prepared and the general nature of their evidence to the extent possible at this stage.
3. Do you intend to produce further expert reports other than responding reports? If so, please provide details.
4. How many hearing days do you estimate will be required to call your case (without cross-examination)?
5. How many hearing days do you estimate you will require to cross-examine the other party’s witnesses?
6. **[Defence memo only]** Total the expected hearing time by adding the parties’ estimates.
7. Do you intend to make any pre-hearing motions? If so, on what issues?

## PART V – OTHER INFORMATION

Please add any other information that may assist the case management chair.

**Date:** Click or tap to enter a date.

Click or tap here to enter Name, address, email and phone number of representative or party filing document.

**TO:**

Click or tap here to insert names of other participants and their representatives, if applicable.