

PROCEDURAL APPLICATIONS GUIDANCE NOTE

Any procedural application made under the Solicitors (Disciplinary Proceedings) Rules 2019 must be:

- i. made using the prescribed form; and
- ii. sent to the Tribunal and served on every other party together with any relevant supporting documentation.

Any pre-hearing application that does not clearly set out the grounds, contains large amounts of irrelevant material or does not contain sufficient information to enable a decision to be reached, may be rejected without determination.

The application forms can be found on the Tribunal’s website:

<https://solicitorstribunal.org.uk/resources/forms/>

Procedural Application	Which Form?
Variation of Directions	Application Notice
Adjournment of a Hearing	Application Notice See: <ul style="list-style-type: none"> • SDPR 2019 Rule 23 • Guidance Note on Adjournments
Amendment or withdrawal of allegations	Application Notice See SDPR 2019 Rule 24
Disclosure and discovery	Application Notice See SDPR 2019 Rule 26
Leave to adduce or call expert evidence	Application Notice See SDPR 2019 Rule 30
A direction that special measures may be required to assist vulnerable witnesses or respondents	Application for Special Measures See ‘SDT Guidance Note on Applications For Special Measures For Vulnerable Witnesses, Parties or Litigants in Person’
A direction that a witness or respondent may give their evidence or otherwise participate in the proceedings by video-link or other electronic means;	Application for Special Measures See ‘SDT Video Link Request Guidance Note’
Anonymisation of the Cause List	Application for Special Measures See SDPR 2019 Rule 34
Hearing or Part of the Hearing to be in private	Application for Special Measures See SDPR 2019 Rule 35
Any other procedural application, including an application for a stay of proceedings for abuse of process, and general applications to exclude or adduce evidence.	Application Notice