

## Form C3: Pre-hearing certificate for New AT hearings

Hearing name	
Hearing start date	
Party completing form	
Representative details	

### Explanatory notes

- ▶ Complete this pre-hearing certificate ahead of a **New AT hearing** by the date directed by an MPTS Case Manager. A separate form applies for other AT hearing types.
- ▶ If you are unsure of what the applicable filing date is, please contact the MPTS Case Management team.
- ▶ Once completed, please send to the MPTS Case Management team at [MPTSCaseManagementTeam@mpts-uk.org](mailto:MPTSCaseManagementTeam@mpts-uk.org) and to the other party.

### Time estimate

Please complete the following fields.

Does the hearing length remain appropriate?	Yes		No	
If no, please explain the adjustment required with reasons:				
Has this adjustment been agreed with the other party?	Yes		No	
Has the final witness timetable been agreed with the person presenting the	Yes		No	

case and have they confirmed they will adhere to the timetabling as filed?				
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## Hearing readiness

Please complete the following fields.

Has all evidence to be relied upon or that is otherwise disclosable been served?	Yes		No	
If no, please give details:				
Have all other directions been complied with or (for any not yet due) remain on track to be complied with?	Yes		No	
If no, please give details:				
Have all necessary applications relating to the participation of witnesses and arrangements for their attendance been made?	Yes		No	
If no, please give details:				
Is the hearing ready to proceed to the facts stage without delay?	Yes		No	
If no, please identify any new preliminary issues and the time required for submissions, and confirm that the hearing timetable has been amended accordingly.				

Have you been directed to confirm whether any redactions are required to pre-hearing meeting records?	Yes		No	
If yes, please confirm below whether any redactions are required or indicate if a separate written response has already been provided.				
Are there any other issues known to you that it will assist the AT to be aware of and which may impact hearing readiness and/or the ability to conclude the hearing within the time allocated?	Yes		No	
If yes, please give details:				

## Certification

I certify the party this form relates to is ready for hearing	Yes		No	
If no, please give details:				
Person completing certification				
Date completed				

Parties are advised that a copy of this form will be reviewed by the MPTS Case Management team, and consequently a further pre-hearing meeting may be arranged where there remain unresolved issues. A copy of this form and pre-hearing meeting records will also be provided to the AT for their management of the hearing.