DISTRICT APPELLATE CHAIR PROCESS PLEASE REFER TO THE ACBL CODE OF DISCIPLINARY REGULATIONS ON OUR WEBSITE AT WWW.ACBL.ORG/CDR. Chair receives a written request to appeal from a Charged Party and/or Charging Party. Does it include one of the Is it within 30 days allegations listed in CDR following the Notice YES of Decision? CDR 7.1.2 with a summary of 7.1.2 supporting reasons? YES NO Notify the Appellant that the Do you agree that an appeal is denied. appeal is warranted? NO CDR 7.4.1 YES Notify the Appellant and the Appellee (Charged Party and Charging Party) that the appeal is granted (attach the appeal to the email notification). Chair selects a committee or notifies the established committee. Request the full record of the original hearing from the original hearing body chair. (No new evidence may be admitted) TO: Charged Party Prepare **Notice of Hearing** and notify relevant parties. 30-day notice recommended. TO: Charging Party Proper version of **CDR** Determine the use of opening and closing statements at the hearing and the submission of arguments and memoranda and Copy of the full notify the parties of such, including allowed page length. CC: Committee record from the Members original disciplinary body Prepare reference material for the committee and the parties to review. It is preferred to provide this information by email before the hearing if possible. Otherwise have it available at the hearing. Appeal Request submitted by the Appellant Prepare opening statement to call the hearing to order. CDR Appendix A **Click here to access Hearing Procedures flowchart.** © ACBL Appellate Disciplinary Chair Process 1/2018