



IS THIS AN AUTOMATIC REVIEW OR APPEAL OR BOTH

CHECK THE APPELLANT (party who filed the appeal)

Disciplined Party		ACBL #		Disciplined Party		ACBL #	
Charging Party		ACBL #		Location of Hearing			
Appellate Body					Date of Hearing		
Original Disciplinary Body					Date of Hearing		
Original Complainant		ACBL #		Effective date of the CDR consulted			

DISCIPLINE BEING APPEALED OR REVIEWED

Disciplined Party	Discipline	Beginning Date	Ending Date
Additional comments or description regarding discipline being appealed or reviewed			

BASIS FOR APPEAL (skip this section if this is an Automatic Review)

Decision not supported by the weight of evidence.
Procedures were inconsistent with CDR which affected the substantial rights of Appellant or undermined the confidence in the integrity or fairness of the disciplinary process.
Discipline inappropriate.
One or more person(s) on the hearing panel had bias (objection to such bias was raised at the hearing).

COMMITTEE MEMBERS WHO REVIEWED THE MATTER OR HEARD THE APPEAL

Name	ACBL #	Name	ACBL #

ALSO PRESENT (include web-conference (WC), in person (P), telephonic (TP), etc. and include their capacity as witness, expert, etc.)

Name	ACBL #	Via	Capacity	Name	ACBL#	Via	Capacity

ARGUMENTS PRESENTED (summary of arguments presented by the Disciplined Party and Charging Party, including testimony)

COMMITTEE FINDINGS OF FACT (based on the evidence, state the committee's conclusion as to what happened)

DECISION OF APPELLATE COMMITTEE

Remanded for rehearing		Disciplinary Body expected to rehear.	
Decision of the original hearing committee is upheld.			
Decision of the original hearing committee is amended as described below:			
Discipline	Beginning	Ending	Comments
Reprimand	N/A	N/A	
Probation			
Suspension			
Other	N/A	N/A	Please describe other decision below:

RESPECTFULLY SUBMITTED (CHAIRMAN)

/s/		Date:	
Electronic Signature (type name above)	Wet Signature (sign above)		

INSTRUCTIONS AND SUMMARY FOR HEARING REPORT BY A DISTRICT OR NATIONAL APPELLATE COMMITTEE

A Hearing Report is required to be submitted to ACBL headquarters (Recorder@acbl.org) by the Disciplinary Body within 30 days. An appellate body may: (i) affirm or reverse the decision being appealed; (ii) modify, reduce or increase the discipline being appealed; and/or (iii) remand the matter to any Disciplinary Body which previously heard the matter.
CDR 7

MOVING LEFT TO RIGHT IN EACH SECTION:

“Is this an Automatic Review or Appeal or Both” line	Select one from the dropdown box.
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CHECK THE APPELLANT IF THIS IS AN APPEAL (party who filed the appeal)

“Disciplined Party” line	Insert name of Disciplined Party. Click on the box next to “Disciplined Party” if they filed the appeal.
“ACBL #” line	Insert Disciplined Party’s ACBL number.
“Disciplined Party” line	Insert a second Disciplined Party if applicable. If none, insert N/A.
“ACBL #” line	Insert the 2nd Disciplined Party’s ACBL number, if applicable. If none, insert N/A. If more than two, attach a Word document listing additional Disciplined Parties.
“Charging Party” line	Insert the name of the Charging Party. This is the person who submitted the Charge Letter to the original committee. (Usually the Unit President or District President, or ACBL Management).
“ACBL #” line	Insert the ACBL # of the Charging Party.
“Location of Hearing” line	Insert the city, state and facility name.
“Appellate Body” line	Insert the name of the Appellate Body. Ex: District 99 Appellate Committee.
“Date of Hearing” line	Insert the date of the appellate hearing.
“Original Disciplinary Body” line	Insert the name of the Disciplinary Body that convened to hear the original Charge. Ex: Unit 999 Disciplinary Committee.
“Date of Hearing” line	Insert the date of the original hearing.
“Original Complainant” line	Insert the name of the person who filed the Complaint.
“Effective date of CDR consulted” line	Insert the effective date of the CDR you referenced. This can be found on the lower right- hand corner of page 1 of the CDR that the committee used.

DISCIPLINE BEING APPEALED OR REVIEWED

“Discipline Party” column	Insert the name of the Disciplined Party.
“Discipline” column	Type the original discipline imposed. You can find this information on the original Notice of Decision.
“Beginning” column	Insert the start date of the imposed discipline for each discipline.
“Ending” column	Insert the end date of the imposed discipline for each discipline.
“Additional comments or description regarding...”	Use this section to document additional discipline that is being reviewed or appealed. You can find this information on the original Notice of Decision.

BASIS FOR APPEAL

Skip this section if it is an Automatic Review.

“Decision not supported by the weight of the evidence” line	Click on the box to the left if the Appellant specified this as the basis for his appeal.
“Procedures were inconsistent with CDR...” line	Click on the box to the left if the Appellant specified this as the basis for his appeal.
“Discipline Inappropriate” line	Click on the box to the left if the Appellant specified this as the basis for his appeal.
“One or more person(s) on the...had bias”	Click on the box to the left if the Appellant specified this as the basis for his appeal.

COMMITTEE MEMBERS WHO REVIEWED THE MATTER OR HEARD THE APPEAL

“Name” column	Insert the names of the committee members. Note that there is room for 8 people.
“ACBL #” column	Insert the ACBL #'s of the committee members.

ALSO PRESENT

“Name” column	Insert the name(s) of the individual present at the hearing. Note that there is room for 10 people.
“ACBL #” column	Insert the ACBL #'s of the individuals present at the hearing.
“Via” column	Insert the method of appearance at the hearing. (WC=web conference, P=in person, TP=telephonic).
“Capacity” column	Insert each individual’s capacity at the hearing. (Witness, Expert, Charging Party, Charged Party, Advocate, Presenter, Unit or District Recorder, etc.)

ARGUMENTS PRESENTED

NEW EVIDENCE IS NOT ACCEPTED IN AN AUTOMATIC REVIEW OR AN APPEAL. Include a description of the arguments (testimonial, rebuttals) reviewed or heard by the committee. Attach any document that was not previously provided to the Charged Party and Charging Party prior to the hearing. If additional space is needed, please attach the document as an attachment.

Example: The committee reviewed the packet provided by the Compliance Coordinator that included the record of the original hearing. The Disciplined Party and the Charging Party were both permitted to provide a written statement before the hearing which was also provided in the packet. The Charged Party opened with his basis for appeal stating that the discipline was inappropriate. He argued that has been a member of the ACBL for 30 years and this is his first infraction. Therefore, the Unit Disciplinary Committee should have shown leniency in imposing discipline. Instead the committee choose to give him the maximum recommended discipline from CDR, Appendix B, Chart 1. The Charging Party argued that the Unit Disciplinary Committee was lenient as they only imposed discipline using the recommended guidelines for one of the offenses even though the Disciplined Party was found guilty of two offenses (outlined in C5 and C7).

COMMITTEE FINDINGS OF FACT

Based on the evidence, state the committee's conclusion as to what happened. If additional space is needed, please attach a document as an attachment.

Example: The committee did not agree with the Disciplined Party's argument that the discipline was inappropriate. The imposed discipline was within the recommended guidelines found in CDR, Appendix B, Chart 1. The Hearing Report submitted by Unit 999 Disciplinary Committee also states that they did not imposed discipline for the offense outlined in C7 because this was the Disciplined Party's only infraction on file.

DECISION OF APPELLATE COMMITTEE

"Remanded for rehearing" line	Click on the box next to this line if the committee's decision was to remand the matter to the original Disciplinary Body.
"Disciplinary Body expected to rehear"	The appellate body has the authority to remand the matter to any Disciplinary Body that has previously heard the matter. Type in the appropriate body to rehear this matter.
"Decision of the original hearing committee is upheld" line	Click on the box next to this line if the committee's decision was to uphold the original committee's decision.
"Decision of the original hearing committee is amended" line	Click on the box next to this line if the committee's decision was to amend the original committee's decision.
"Type of Discipline" column	Click on the box next to the appropriate line if the committee imposed any of the following amended disciplines: Reprimand, Probation, Suspension, and/or Other. See CDR 4
"Beginning Date" column	Insert the start date of the imposed discipline for each discipline you checked. Note: If Suspension and Probation are both imposed, Suspension is always served first, followed immediately by Probation. See CDR 5.1.15
"Ending Date" column	Insert the end date of the imposed discipline for each discipline you checked. Note: If Suspension and Probation are both imposed, Suspension is always served first, followed immediately by Probation. See CDR 5.1.15
"Comments" column	Insert any additional comments you feel that should be included. Ex 1: Letter of Reprimand attached. Ex 2: See Suspended Sentence below. Ex 3: See CDR 4.5 for limits on participation.
"Please describe other..."	Type the description of the amended discipline for this party.

RESPECTFULLY SUBMITTED (CHAIRMAN)

"Electronic Signature" column	Type in the name of the Chair. This /s/ followed by typed name is considered an electronic signature.
"Wet Signature" column	If you choose to print this hearing report and mail and/or scan it, sign this document here.
Date	Insert the date that it was signed.

Instructions are in blue. Detach these instructions before submission and keep for your records or discard.