

# Guide to attending your in-person hearing



This guide helps you understand your rights and prepare for a Residential Tenancies Board (RTB) in-person hearing. It explains what to expect before, during and after the hearing. Follow these guidelines to understand the process and be well prepared for your hearing.

## Before your hearing

- ▶ Read all documents sent to you by the Residential Tenancies Board (RTB) carefully.
- ▶ If you plan to bring a representative or a witness, tell the RTB at least 3 days in advance.
- ▶ Plan your journey and allow extra travel time for unexpected delays, like bad weather.
- ▶ Hearings typically last 1.5 hours but this can vary depending on the complexity of dispute. You should avoid making other appointments on the same day.
- ▶ If the other party chooses to attend virtually, your hearing will be a hybrid hearing. This means one person attends in person, in the same room as the panel member and the other person joins through a video or audio link.

## Attending your hearing

- ▶ Arrive at your hearing on time. The RTB allows parties to enter the hearing only 5 minutes before the scheduled time.

- ▶ Your hearing notice will confirm the time, date and location. Contact the RTB immediately on **0818 30 30 37** or email [disputes@rtb.ie](mailto:disputes@rtb.ie) if you have any issues or need help.
- ▶ **Hearings cannot be recorded.** Participants must confirm to panel members they will not record. If recording is suspected, the hearing may be terminated.

## At your hearing

- ▶ Follow all instructions given by RTB staff and the panel member.
- ▶ Sign in on arrival.
- ▶ Bring your own pen and paper.
- ▶ The RTB does not provide copies of previously circulated documents. Bring any documents you need for the hearing.

## After your hearing

- ▶ The panel member will inform the RTB of their decision after the hearing.
- ▶ The RTB will send the decision and outline any next steps as soon as possible.
- ▶ If you have questions, you can ask the Adjudicator or Tribunal Panel during the hearing. After the hearing, you can contact the RTB at **0818 30 30 37** or email [disputes@rtb.ie](mailto:disputes@rtb.ie) or [tribunals@rtb.ie](mailto:tribunals@rtb.ie).



Tribunal hearings are public and can be attended by members of the public.