

**RECOMMENDED FORM  
TRIAL COMMITTEE CHAIRMAN'S CHECKLIST**

**BEFORE THE TRIAL COMMITTEE OF**

\_\_\_\_\_ **AERIE NO.** \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Date of the OFFENSE (as indicated on Complaint) \_\_\_\_\_

Date of Complaint \_\_\_\_\_  
(Must be within 90 days of the date of the offense, unless offense involves fraud.)

Date Complaint filed:  
with W. President \_\_\_\_\_  
with Trial Committee Chairman\* \_\_\_\_\_  
(\*Notice of Trial date must be sent within 15 days of this date)

Was the \$25 filing fee was paid to Aerie?    Yes    No    Cash/Check No. \_\_\_\_\_

Trial Date (chosen by the Trial Committee) \_\_\_\_\_

Date Notice of Trial with copy of the Complaint was hand delivered or sent registered or certified mail, return receipt requested to Accuser: \_\_\_\_\_

Date Notice of Trial and copy of the Complaint was hand delivered or sent registered or certified mail, return receipt requested to Accused: \_\_\_\_\_

Name of Prosecutor assigned by W. President \_\_\_\_\_

Name of Mediator assigned by W. President \_\_\_\_\_

Date(s) of Mediation attempt(s) \_\_\_\_\_

Date completed Mediation Settlement Stmt. delivered to Trial Comm. Chairman \_\_\_\_\_

Printed names of Trial Committee members for this trial:

1. Chairman: \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. Alternate No. 1 \_\_\_\_\_
7. Alternate No. 2 \_\_\_\_\_