

Title IX Hearing Preparation Checklist

A practical resource to help you organize documents, evidence, and questions before your hearing.

Title IX procedures vary by institution and applicable law. This checklist is provided for general educational purposes only and does not constitute legal advice or create an attorney-client relationship. Always consult your university's official policies and, where possible, an attorney familiar with your institution's procedures.

1. Documents to Organize

- ☐ Notice of Allegations or Notice of Investigation
- ☐ Investigative report (if provided by your university)
- ☐ Relevant emails, text messages, and social media communications
- ☐ Photographs, videos, and other digital evidence
- ☐ Calendar entries, location records, and phone records
- ☐ Your university's Title IX policy and hearing procedures

2. Timeline Worksheet

Date	Time	Location	Who Was Present	Notes

3. Evidence Checklist

- ☐ Text messages
- ☐ Emails
- ☐ Social media communications
- ☐ Photographs and videos
- ☐ Witness statements
- ☐ Security footage (if applicable)
- ☐ University records
- ☐ Other relevant documents

4. Witness Preparation Notes

WITNESS NAME _____ RELATIONSHIP _____

WHAT THEY OBSERVED / CAN CONFIRM

WITNESS NAME _____ RELATIONSHIP _____

WHAT THEY OBSERVED / CAN CONFIRM

WITNESS NAME _____ RELATIONSHIP _____

WHAT THEY OBSERVED / CAN CONFIRM

5. University Policy Checklist

- ☐ Read your university's Title IX hearing procedures
- ☐ Confirmed your advisor rights under university policy
- ☐ Reviewed the available grounds for appeal
- ☐ Noted all applicable deadlines for submissions and requests

6. Questions to Discuss With Your Advisor
