**Checklist for Writing a Decision**

As you draft a decision, use this checklist:

1. **Are the arrangements of the hearing specifically documented?**
	* + - * Names of the initiating party and the responding party.
				* Hearing dates and times (note if more than one day)
				* Location of the hearing.
				* Names of witnesses.
				* Name(s) of adjudicator(s) (if a panel, who served as facilitator).
				* Note if any party was absent during part or all of the hearing; if so, indicate that proper notice of the hearing was given and that it continued pursuant to the rules of procedure (ICC Rule 37).
2. **Are the issues to be decided clearly stated in the decision?**
* They should be identical to the statement of issues included with the adjudication agreement.
1. **For a reasoned decision, has the adjudicator specified the facts, the conclusions, and the decisions for each issue?**
* Stating one issue at a time, indicate under each issue:
	+ The facts most pertinent to the issues;
	+ The conclusions (or reasons) for the adjudicator’s decisions based on the facts;
	+ The final decision for that issue.
1. **Did the adjudicator make any decisions that were outside of his/her authority, and were all issues decided?**
	* Were any decisions made on issues that were not included in the statement of issues of the adjudication agreement?
	* Have all issues been decided?
2. **If any specific actions are required of the parties:**
* Does the adjudicator have the authority to make all such requirements?
* Are the actions specifically described?
* Are the actions realistic?
* Are there specific dates by which each action must be completed?
* What are the specific consequences or procedures established for non-compliance?
1. **Are there specific instructions on appeals?**

**7. Have all panel members signed the decision?**