



## The Presiding Judge of the UPC Local Division Brussels

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Order for the proper conduct of hearings  
(R. 111 RoP)  
applies from 8 January 2025

Date: 8 January 2025

Location: Brussels

ORDER FOR THE PROPER CONDUCT OF  
HEARINGS ISSUED BY THE PRESIDING JUDGE  
OF THE UPC LOCAL DIVISION BRUSSELS (R. 111 RoP)  
8 January 2025

THE PRESIDING JUDGE OF THE UPC LOCAL DIVISION BRUSSELS HEREBY ISSUES  
THE FOLLOWING ORDER IN ACCORDANCE WITH RULE 111 OF THE RULES OF PROCEDURE:

ORDER  
FOR THE PROPER CONDUCT OF HEARINGS

Part 1: Conduct of oral hearings

1. The oral hearings of the Local Division Brussels take place at its seat:

Court of First Instance – Local Division Brussels  
Rue du Progrès 50, 1210 Brussels, Belgium  
4<sup>th</sup> floor, courtroom 4A20-22

Oral hearings are in principle open to members of the public but may be held behind closed doors in certain cases, in accordance with Rule 115 of the RoP.

2. A total of four desk tables and benches for up to 12 seats are reserved in the courtroom for the parties and their legal and patent attorney representatives. The allocation of seats is made in consultation with the presiding judge. For this purpose, a list of the names of the participants

in the hearing must be sent by e-mail to the Sub-Registry of the UPC Local Division Brussels at [contact\\_brussels.loc@unifiedpatentcourt.org](mailto:contact_brussels.loc@unifiedpatentcourt.org), no later than five working days before the commencement of the oral hearing with the title "List of participants in the hearing ... [insert name of claimant or defendant or intervening party] - oral hearing of ... [insert date]".

Larger teams are recommended to request (partial) participation by videoconference.

3. A maximum of 30 seats are available for members of the public, media representatives and any other observers in the courtroom.

In the event of a high level of public interest in the oral hearing, it may not be possible to provide a seat to all persons who wish to attend the oral hearing as observers. For that reason, seats are allocated as follows:

- a) 4 seats are reserved for media representatives. Seating for media representatives is allocated by means of accreditation in accordance with Part 2 of this order.
- b) Members of the public are not required to inform the Sub-Registry of their attendance. However, given the limited number of seats available in the courtroom, it is strongly advised that they make a reservation in

advance.

Members of the public and any other observers will receive a red badge from a member of the Sub-Registry of the UPC Local Division Brussels in the order of their reservation and, if not, in the order in which they arrive at the entrance. The badge must be returned at the entrance when leaving the building for more than a short period of time. This badge may then be assigned to other interested observers.

Standing and sitting on the floor, tables or windowsills is prohibited, as is remaining for extended periods of time in the corridor. Oral hearings or staff must not be disturbed. All those attending the hearing are required to put their mobile phone on silent mode.

4. The entrance is staffed as from one hour before the beginning of the hearing. If the hearing begins at 9:00 a.m., courtroom 4A20-22 will open at approximately 8:00 a.m. Seats must be taken by 8:45 a.m. If the hearing starts at a different time, the above times shall be adjusted accordingly.
5. Media representatives also receive a red badge as part of the accreditation procedure. The badge must be returned at the entrance when leaving the building for more than a short period of time. Badges that have not

been claimed in due time or that have been returned may be distributed to other interested observers.

6. Making video or audio recordings during the oral hearing or streaming the oral hearing is prohibited. Taking photos is prohibited, except before the start of the oral hearing and subject to the prior agreement of the Presiding judge.

7. The activities of private service providers (such as interpreters and stenographers) by video conference and/or in the courtroom shall be subject to prior authorisation from the presiding judge. In this regard, reference is made to Rule 109.4 of the Rules of Procedure.

8. The parties to the proceedings are advised that the observers' seats are located behind the seats allocated to the parties to the proceedings. It is advised to take appropriate precautions to prevent the disclosure of confidential information (e.g. laptop screen protector).

9. An audio recording of the hearing will be made in accordance with Rule 115, second sentence of the Rules of Procedure.

## Part 2: Accreditation procedure

1. Representatives of the media may only be accredited after an application is made by e-mail to the Sub-Registry of the UPC Local Division Brussels at [contact\\_brussels.loc@unifiedpatentcourt.org](mailto:contact_brussels.loc@unifiedpatentcourt.org), no later than five working days before the commencement of the oral hearing with the title "Press badge assignment – oral hearing of ... [insert date]" and the submission of a valid press card or other proof of press affiliation.

Applications for accreditation received by other means (e.g. by fax, in writing or sent to other e-mail addresses) or late applications will not be considered.

2. No separate form is required for accreditation. If an oral hearing is scheduled to take place over several days, accreditation must be carried out separately for each day.

3. Badges are allocated in the order in which accreditation applications are received by the Sub-Registry of the UPC Local Division Brussels.

4. Each media or press body is only entitled to a maximum of two badges at a time.

5. The badges must be claimed from the entrance by 8:40 a.m. on the day of the hearing (for hearings beginning at 9:00 a.m.). If the hearing starts at a different time, the time shall be adjusted accordingly. Badges not claimed in due time may be assigned to other interested observers.
  
6. Accredited persons may not cede their badge or their right to receive a badge to another person.

### Part 3: Implementing provisions

1. The staff of the Sub-Registry of the UPC Local Division Brussels shall be entrusted with the implementation of this order.
2. The presiding judge reserves the right to make changes, even at short notice, and to issue individual instructions that deviate from the provisions of this order.

S. Granata

Presiding Judge