

Schedule 1

SUMMONS

(Sections 114 and 115 of the Charter of human rights and freedoms
Section 17 of the *Regulation of the Human Rights Tribunal*)

Take notice that the plaintiff has filed this originating application at the office of the Court of Québec in the judicial district of _____.

In accordance with section 115 of the Charter of human rights and freedoms, the defendant may file a defence at the office in the district of the Court of Québec where the application is filed **within 45 days after this application has been served** and must, where applicable, serve the application to all the parties.

Within the same time period, the other parties may file their observations in writing at that office and must, where applicable, serve the application to all the parties.

CONTACT INFORMATION OF PARTIES

In accordance with section 19 of the Regulation of the Human Rights Tribunal, a person to whom the originating application has been served must, **within 45 days after the originating application has been served**, complete and file the contact information form provided for in Schedule 2 at the office of the Court of Québec in the district where the application is filed, then notify it to all parties.

In the case of a change of address, the parties or their attorneys, as the case may be, must complete **without delay** the change of address form provided for in Schedule 3, notify it to the other parties and file it at that office.

The contact information form is also available on the Tribunal's website, under "FORMS AND GUIDES" at the following address: <https://tribunaldesdroitsdelapersonne.ca/>