

APPLICATION FOR POSTPONEMENT OF A HEARING

Section 49 of the *Regulation of the Human Rights Tribunal*, CQLR, c. C-12, r. 6

GENERAL INFORMATION

The *Application for Postponement of a Hearing* must be submitted to the Tribunal **at least 10 days before** the scheduled hearing date. It will only be granted on serious grounds. The consent of the parties is not in itself sufficient for granting an application for postponement.

An application for postponement made less than 10 days before the scheduled hearing date may be granted only on exceptional grounds.

PROCEDURE

NOTIFICATION

You must notify your *Application for Postponement of a Hearing* to all the parties to the proceeding.

Notification may be made by registered mail, courier service (Purolator, Dicom, etc.) or by court bailiff.

FILING AT THE COURT OFFICE

You must **file 5 copies** of your *Application for Postponement of a Hearing* along with the proof of its notification to the other parties at the office of the Court of Québec from the judicial district where the *Application to Institute Proceedings* was filed.

HOW TO FILL OUT THE FORM

- Provide all required information.
- The number beside the explanations refers to the corresponding section of the form.
- The form must be printed on one side of each page.

1 DISTRICT AND FILE NUMBER

Enter the district and the file number as they appear on the *Application to Institute Proceedings*.

2 IDENTIFICATION OF THE PARTIES

Enter the name and surname of every party to the proceeding as they appear on the *Application to Institute Proceedings*.

3 CONTENT OF THE APPLICATION

- Select the appropriate designation in the introductory sentence.
- Enter the scheduled hearing date.
- Enter the reason(s) why your *Application for Postponement of a Hearing* should be granted and enclose the documents supporting your application (e.g., a medical certificate, a plane ticket, etc.).
- Sign your *Application for Postponement of a Hearing*.

4 SWORN STATEMENT

Enter your complete address.

You must sign the document before a person who is authorized to administer oaths (e.g., a lawyer, a Commissioner for oaths or a clerk of a court of justice).

5 NOTICE OF PRESENTATION

Enter the name, surname and address of the parties to whom you are notifying the application.

Sign the *Notice of Presentation*.

6 BACK

Most of the information required is automatically filled when you complete the present form.

You should only need to enter your email and telephone number in the required section.

You must staple the back at the end of your *Application for Postponement of a Hearing*.

1 CANADA
PROVINCE OF QUÉBEC
DISTRICT OF

HUMAN RIGHTS TRIBUNAL
Office of the Court of Québec

File no: _____

2

and

and

Plaintiffs

v.

and

and

Defendants

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3 TO ONE OF THE HONOURABLE JUSTICES OF THE HUMAN RIGHTS TRIBUNAL,

The _____ submits:

A hearing has been scheduled for: _____
Scheduled date

The _____ asks that the hearing be postponed to a later date for the following reason(s):

FOR THESE REASONS, MAY IT PLEASE THE TRIBUNAL TO:

GRANT the *Application for Postponement* of the present Hearing;

ALLOW the postponement of the hearing to a later date;

THE WHOLE, without costs.

SIGNATURE	SIGNATURE	SIGNATURE
<p style="text-align: right;">1</p> <p>Signed in _____, City</p> <p>on _____, Date</p> <p>_____</p>	<p style="text-align: right;">2</p> <p>Signed in _____, City</p> <p>on _____, Date</p> <p>_____</p>	<p style="text-align: right;">3</p> <p>Signed in _____, City</p> <p>on _____, Date</p> <p>_____</p>

4

SWORN STATEMENT

I, the undersigned _____, domiciled and residing at
Name and surname

Number Street Apartment City Province Postal code

Declare the following:

- 1. I am the _____.
- 2. All the facts alleged herein are, to my personal knowledge, true.

I have signed in _____.
City

Signature

Solemnly affirmed before me,

In _____, on _____.
City Date

Lawyer / Clerk / Commissioner for oaths

Name in block letters

5

NOTICE OF PRESENTATION

To:

Notice is hereby given that the *Application for Postponement of a Hearing* filed by the _____
will be presented on a date and location determined by the Human Rights Tribunal.

In _____, on _____.
City Date

Signature

Name in block letters

No:

HUMAN RIGHTS TRIBUNAL
(Office of the Court of Québec)
DISTRICT OF

and

and

v.

Plaintiffs

and

and

Defendants

**APPLICATION FOR POSTPONEMENT
OF A HEARING**

Name:
Address:
Telephone:
Email: