

APPLICATION FOR A CASE MANAGEMENT CONFERENCE

Section 34 of the *Regulations of the Human Rights Tribunal*, CQLR, c. C-12, r. 7

GENERAL INFORMATION

In the event of a disagreement between the parties, one of them may bring before the Tribunal an *Application for a Case Management Conference*.

PROCEDURE

NOTIFICATION

You must notify your *Application for a Case Management Conference* to all the parties to the proceedings. The notification may, for example, be made by registered mail, courier (Purolator, UPS, etc.) or bailiff. It can also be done by email if the parties consent to it.

FILING AT THE COURT OFFICE

As specified in the *Directive of the Human Rights Tribunal*, **two paper versions** of the *Application for a Case Management Conference* must be filed, accompanied by proof of notification to the other parties, at the office of the Court of Québec in the district where the application is filed, and which is indicated on the procedures.

It must also be transmitted to the Tribunal using a technology-based medium. Additional copies may be requested by the Tribunal.

FILING WITH THE GREFFE NUMÉRIQUE JUDICIAIRE DU QUÉBEC

You may file your *Application for a Case Management Conference* with the Greffe numérique judiciaire du Québec. To use this option, please visit : <https://lexius-gnjq.justice.gouv.qc.ca/en/Accueil>

HOW TO FILL OUT THE FORM

- Provide all required information.
- This form must only be printed on **one side of each page**.

1. DISTRICT AND RECORD NUMBER

Indicate the district and the record number as they appear on the proceedings.

2. IDENTIFICATION OF THE PARTIES

Indicate the name and surname of every party to the proceedings as they appear on the *Originating Application*.

3. CONTENT OF THE APPLICATION

- Indicate the reason(s) why you are applying for a case management conference.
- Sign the *Application for a Case Management Conference*.

4. NOTICE OF PRESENTATION

- Indicate the name, surname, and address of the parties to whom you are notifying the application.
- Sign the *Notice of Presentation*.

5. BACK

Most of the required information is automatically filled in when you complete the present form. You should only need to write down your email and your telephone number in the required section. You must staple the back at the end of your *Application for a Case Management Conference*.

CANADA

PROVINCE OF QUÉBEC

DISTRICT OF _____

Record no: _____

HUMAN RIGHTS TRIBUNAL
Office of the Court of Québec

and

and

Plaintiff(s)

v.

and

and

Defendant(s)

APPLICATION FOR A CASE MANAGEMENT CONFERENCE

Section 34 of the *Regulations of the Human Rights Tribunal*, CQLR, C-12, r. 7.

Recipient:

(email)
(phone number)

Recipient:

(email)
(phone number)

Recipient:

(email)
(phone number)

Counsel(s) for the party:

(email)
(phone number)

APPLICATION FOR A CASE MANAGEMENT CONFERENCE:

The plaintiff(s)/defendant(s) wishes to submit to the Tribunal the disagreement on the following matters:

1.

Explanations:

2.

Explanations:

3.

Explanations:

PARTY WISHING TO CONTEST THE APPLICATION:

If you wish to contest this *Application for a Case Management Conference*, you must participate in the calling of the management roll to which you will be summoned by the Tribunal. Otherwise, a decision may be rendered against you when the application is presented, without further notice or delay.

SIGNATURE	SIGNATURE	SIGNATURE
PLAINTIFF / DEFENDANT 1	PLAINTIFF / DEFENDANT 2	PLAINTIFF / DEFENDANT 3
Signed in, _____ City	Signed in, _____ City	Signed in, _____ Town
on _____ Date	on _____ Date	on _____ Date
_____	_____	_____

NOTICE OF PRESENTATION

To :

Name, surname, and complete address

Name, surname, and complete address

Name, surname, and complete address

Name, surname, and complete address

Notice is hereby given that the *Application for a Case Management Conference* will be presented for adjudication at a case management conference held on _____. Failing that, the Tribunal will determine the date and location for presentations and will notify the parties.

In _____, on _____
City Date

Signature

No:

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

and

and

Plaintiff(s)

v.

and

and

Defendant(s)

**APPLICATION FOR A CASE MANAGEMENT
CONFERENCE**

Name:

Address:

Telephone:

Email: