

APPLICATION FOR POSTPONEMENT OF A HEARING
Section 45 of the *Regulation of the Human Rights Tribunal*, CQLR, c. C-12, r. 7

GENERAL INFORMATION

In accordance with section 45 of the *Regulation of the Human Rights Tribunal*, the *Application for Postponement of a Hearing* must be submitted to the president of the Tribunal or a judge designated by the president **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 proceedings.
Notification may be made, for example, by registered mail, courier service (Purolator, UPS, etc.) or by bailiff.

FILING AT THE COURT OFFICE

As specified in the [Directive of the Human Rights Tribunal](#), **two paper versions** of the *Application for Postponement of a Hearing* 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 Postponement of a Hearing* with the Greffe numérique judiciaire du Québec. To use this option, visit: <https://lexius-gnjq.justice.gouv.qc.ca/en/Accueil>

HOW TO FILL OUT THE FORM

- The number beside the following explanations refers to the corresponding section of the form.
- The form should only be printed on **one side of the 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

- Complete the introductory sentence using the drop-down menu.
- Indicate the scheduled hearing date.
- Indicate 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

Indicate your name, surname and complete address.

Sign the statement before a person authorized to administer oaths (e.g., a lawyer, a Commissioner for oaths or a clerk of a court of justice).

5 NOTICE OF PRESENTATION

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

6 BACK

Most of the required information is automatically filled when you complete the present form.
You should only need to write down 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 _____
Record no: _____

HUMAN RIGHTS TRIBUNAL
Office of the Court of Québec

2

and

and

Plaintiff(s)
v.

and

and

Defendant(s)

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3 TO ONE OF THE HONOURABLE JUDGES 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 a Hearing*;

ALLOW the postponement of the hearing to a later date;

THE WHOLE, without costs.

SIGNATURE	SIGNATURE	SIGNATURE
1	2	3
Signed in _____, City	Signed in _____, City	Signed in _____, City
on _____ Date	on _____ Date	on _____ Date
_____ Signature	_____ Signature	_____ Signature

4

SWORN STATEMENT

I, the undersigned _____, domiciled and residing at

Name and surname

Number Street Apartment City Province Postal code

declare that the facts alleged herein are 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 :

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 Postponement of a Hearing* 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

Name in block letters

No: _____

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

_____ and _____

_____ and _____

_____ Plaintiff(s)

v.

_____ and _____

_____ and _____

_____ Defendant(s)

**APPLICATION FOR POSTPONEMENT
OF A HEARING**

Name:
Address:
Telephone:
Email: