

APPLICATION FOR EXTENSION OF THE DELAY FOR FILING THE DEFENCE OR OBSERVATIONS

Section 115 of the *Charter of Human Rights and Freedoms*, CQLR, c. C-12
Sections 20 and 21 of the *Regulation of the Human Rights Tribunal*, CQLR, c. C-12, r. 7

GENERAL INFORMATION

Within 45 days of the service (notification) of an *Originating Application*, the defendant and any other party may file a written defence or observations at the office of the Court of Québec in the district where the application is filed.

If a party does not respect the time limit of 45 days, they may request an extension from a judge of the Tribunal if the interests of justice so require.

PROCEDURE

NOTIFICATION

You must notify your *Application for Extension of the Delay for Filing the Defence or Observations* (hereafter *Application for Extension*) to all the parties to the proceedings.

The 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 Extension* 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 Extension* 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

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

2 IDENTIFICATION OF THE PARTIES

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

3 CONTENT OF THE APPLICATION

- Indicate the deadline for the filing of your defence or observations.
- Indicate the reason(s) why your *Application for Extension* should be granted.
- Indicate the date until which you ask the delay to file your defence or observations to be extended.
- Sign your *Application for Extension*.

4 SWORN STATEMENT

Indicate your name, surname and complete address.

Sign the statement 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

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

Indicate the date on which the *Application for Extension* will be presented by referring to the dates indicated on our [website](#) for the management roll calendar.

Sign the *Notice of Presentation*.

6 BACK

Most of the information is automatically filled in 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 Extension*.

1 CANADA
PROVINCE OF QUÉBEC
DISTRICT OF

HUMAN RIGHTS TRIBUNAL
Office of the Court of Québec

Record no: _____

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:

The _____ had until _____ to file _____ at the
office of the Court of Québec. Scheduled date

The _____ was prevented from filing _____ before this date for the
following reason(s):

The _____ asks that the delay for filing _____ be extended
until _____.
Date

FOR THESE REASONS, MAY IT PLEASE THE TRIBUNAL TO:
GRANT the *Application for Extension of the Delay for Filing the Defence or Observations*;
EXTEND THE TIME LIMIT FOR THE _____ to file the _____ until _____
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 for Extension for the Delay for Filing the* _____ filed by the _____ 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 EXTENSION OF THE
DELAY FOR FILING THE DEFENCE OR
OBSERVATIONS**

Name:
Address:
Telephone:
Email: