

OBSERVATIONS AND LIST OF EXHIBITS OF ANOTHER PARTY

Section 115 of the *Charter of Human Rights and Freedoms*, CQLR, c. C-12.
Sections 20 and 23 of the *Regulations of the Human Rights Tribunal*, CQLR, c. C-12, r. 7.

GENERAL INFORMATION

A party to proceedings before the Human Rights Tribunal, other than the plaintiff or defendant, may file observations pertaining to such proceedings.

This form allows such a party or their lawyer to file their observations and a list of exhibits in order to inform the Tribunal and the other parties of the main elements of their case.

Please note that a legal person (corporation, company, etc.) MUST be represented by a lawyer.

PROCEDURE

TIME LIMIT

If you file observations, a list of exhibits, and exhibits, they must be filed within **45 days of service (notification) of the *Originating Application***.

FILING AT THE COURT OFFICE

You must file your observations, list of exhibits, and exhibits, accompanied by proof of notification to the other parties, at the office of the Court of Québec in the district where the application was filed, and which is indicated on the *Originating Application*.

As specified in the [Directive of the Human Rights Tribunal](#), two paper copies of these documents must be filed. **They 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 *Observations* with the Greffe numérique judiciaire du Québec. To use this option, visit: <https://lexius-gnjq.justice.gouv.qc.ca/en/Accueil>

PLEASE NOTE that you cannot file your list of exhibits and your exhibits with the Greffe numérique judiciaire du Québec.

JUDICIAL FEES

There are **no** judicial fees to file your *Observations*.

FILE NUMBER

The file number appears on the *Originating Application* that was served to you by court bailiff. This number must appear on all the documents or proceedings that you file.

NOTIFICATION

You must notify your *Observations* to all other 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 agree.

CHECKLIST

Before you file your *Observations*:

- ☐ You must complete the attached *Observations* form;
- ☐ You must sign on pages 3 and 4;
- ☐ You must attach the exhibits in support of your observations with the list of exhibits;
- ☐ You must complete the reverse side;
- ☐ You must provide **2 paper copies** of the *Observations* and the documents mentioned in the preceding points, printed only on **one side of each page**, at the office of the Court of Québec in the district where the application is filed;
- ☐ You must provide **1 copy** of your *Observations* and the documents mentioned at the preceding point **using a technology-based medium**.

and

and

Plaintiff(s)

v.

and

Defendant(s)

and

Other party

OBSERVATIONS OF _____

Section 115 of the *Charter of Human Rights and Freedoms*, CQLR, c. C-12.

Sections 20 and 23 of the *Regulations of the Human Rights Tribunal*, CQLR, c. C-12, r. 7.

IDENTIFICATION OF THE PARTIES WHO ARE FILING THESE OBSERVATIONS

Enter the name and contact information of each of the signatories to these Observations.

You must notify the Tribunal of any subsequent change by completing the [Change of Address Form](#).

Other Party 1

Given name and family name

Telephone

Address

Number

Street

Apartment

City

Province

Postal code

☐ I consent to the Tribunal notifying me of any document and judgement by email

Email address

Other Party 2

Given name and family name

Telephone

Address

Number

Street

Apartment

City

Province

Postal code

☐ I consent to the Tribunal notifying me of any document and judgement by email

Email address

Other Party 3

Given name and family name

Telephone

Address

Number

Street

Apartment

City

Province

Postal code

☐ I consent to the Tribunal notifying me of any document and judgement by email

Email address

OBSERVATIONS REGARDING THE ALLEGATIONS MADE BY THE PLAINTIFF(S)

Provide your observations regarding each allegation of discrimination, harassment, or exploitation mentioned in the plaintiff's application. For each date, indicate if you agree or disagree with the alleged facts and explain why. Also provide any additional element of information that you have and any argument you intend to use.

If you need more space, please use a separate page and attach it to the present document.

DATE	EVENT
____ / ____ / ____ Year Month Day	[1]
____ / ____ / ____ Year Month Day	[2]
____ / ____ / ____ Year Month Day	[3]
____ / ____ / ____ Year Month Day	[4]

LEGAL ISSUE(S) IN DISPUTE

Write down the question(s) to be decided by the Tribunal.

1.

2.

3.

CONCLUSIONS SOUGHT

Explain to the Tribunal what you want the outcome of the trial to be, for example, that the Originating Application be dismissed.

WITNESSES AND EXPERTISES**List of witness(es)**

State the name of the witnesses that you will summon for the hearing (trial) before the Tribunal.

- 1.
- 2.
- 3.
- 4.

List of expert(s)

If you wish to file an expertise, state the name of the expert and the subject of the expert's opinion.

- 1.
- 2.

TIME REQUIRED TO PRESENT YOUR EVIDENCE AND ARGUMENTS

Indicate the number of hours you estimate will be necessary to present your evidence (testimonies, questioning, and cross-examining) and your arguments

____ hours

SETTLEMENT CONFERENCE

The Settlement Conference is an alternative to the trial, by which the parties try to reach an amicable settlement (mediation) to their dispute. This is a closed doors and no-cost process presided over by a judge of the Tribunal.

Do you wish to participate in a Settlement Conference?

☐**YES**☐**NO****SIGNATURE****Other Party 1**

Signed in _____,
(City)

On _____
(Date)

Other Party 2

Signed in _____,
(City)

On _____
(Date)

Other Party 3

Signed in _____,
(City)

On _____
(Date)

District of: _____

Record no: _____

_____ and _____

Plaintiff(s)

v.

_____ and _____

Defendant(s)

_____ and _____

Other party

LIST OF EXHIBITS OF _____
Sections 20 and 23 of the *Regulations of the Human Rights Tribunal*, C-12, r. 7.

EXHIBITS IN SUPPORT OF YOUR OBSERVATIONS

List the exhibits you intend to file in support of your Observations. For example: documents, photos, letters, emails. Exhibits must be identified by a classification code beginning with the letter "T" or whichever letter has been indicated to you by the Tribunal.

Make sure to indicate the classification code on each of your exhibits, in accordance with the present list of exhibits. Please attach all your exhibits.

EXHIBIT T-1

EXHIBIT T-2

EXHIBIT T-3

EXHIBIT T-4

EXHIBIT T-5

EXHIBIT T-6

EXHIBIT T-7

EXHIBIT T-8

Note: If there are more exhibits, please add them on a separate blank page. Continue your list starting with exhibit number T-9.

SIGNATURE

Other Party 1

Signed in _____,
(City)

on _____
(Date)

Other Party 2

Signed in _____,
(City)

on _____
(Date)

Other Party 3

Signed in _____,
(City)

on _____
(Date)

No:

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

and

Plaintiff(s)

v.

and

Defendant(s)

And

Other party

OBSERVATIONS, LIST OF EXHIBITS AND EXHIBITS
OF _____

Name:

Address:

Telephone:

Email: