

This practice direction outlines how to file and serve documents in the Tribunal process. It does not include instructions for documents filed in a legal proceeding in Court.

A party to a complaint before the Tribunal will receive instructions on the timelines in which a document must be filed and served.

- Bylaw 21 of the [Bylaws – AHRC](#) outlines delivery methods and when documents will be stamped as delivered;
- Bylaws 24.4 and 24.5 outline the deadlines for providing information for a Tribunal Dispute Resolution (TDR) session;
- Bylaw 26.4 outlines the deadlines to **exchange all relevant documents** with the other parties prior to a hearing (known as disclosure);
- The Practice Direction on *Information to be filed prior to a hearing* and Bylaw 27 outline the timelines and required documents to be filed in **preparation for a hearing**;
- Other deadlines are found in the Bylaws and will be outlined in emails and/or letters from the Tribunal Registrar.

### **Who must I send my submissions to?**

All submissions and documents sent to the Tribunal must be provided to the Tribunal Registrar and sent to the other parties. This means that the party who is filing an application or document with the Tribunal must ensure that all of the named parties are served (receive copies). The Tribunal will not forward documents that it receives to the other parties.<sup>1</sup>

### **Who are the parties in a complaint?**

The parties to a complaint usually include the complainant, the Director (where they are involved), and the respondent. However, the Tribunal may also specify other parties who must receive copies of submissions and documents.

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<sup>1</sup> However, in the case of a Request for Review under section 26(2) of the *Alberta Human Rights Act* (the Act), the Tribunal Registrar will serve a copy of the Request for Review on the respondent.

### How do I deliver my documents?

Any of these methods to deliver documents are permitted under the *Act*:

- in person;
- email;
- registered mail (any mail acknowledged by providing a signature);<sup>2</sup> or
- as directed by the Tribunal.

It is the responsibility of the party serving a document to ensure it is properly served (delivered to and received by the parties). Where a party has communicated to the Tribunal by email, all future submissions and documents may be delivered to that email address.

### Contact the Tribunal Office

**Website** [albertahumanrights.ab.ca/tribunal](http://albertahumanrights.ab.ca/tribunal)

**Email address** [AHRCTribunal@gov.ab.ca](mailto:AHRCTribunal@gov.ab.ca)

**Phone** 780-638-4635

To call toll-free within Alberta, dial 310-0000 and then enter the area code and phone number.

TTY service for persons who are deaf or hard of hearing: to call toll-free within Alberta, dial 1-800-232-7215.

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<sup>2</sup> *Interpretation Act*, RSA 2000 I-8