

Alberta Human Rights Tribunal Practice Direction Document filing and service at Tribunal

This practice direction outlines how to file and serve documents in the Tribunal process, but does not cover documents filed in a legal proceeding in Court. For more information on what submissions and documents must be filed and served in the Tribunal process and the timelines for service, see Part 3 of the [Bylaws – AHRC](#) and the [Practice Directions](#) posted on our website.

All applications and documents sent to the Tribunal must be filed with the Tribunal Registrar and served on 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. The Tribunal will not forward filed documents to the parties, except in the case of a Request for Review, whereby under section 26(2) of the [Alberta Human Rights Act](#) (AHR Act) the Tribunal will serve a copy on the respondent(s).

What is filing and service?

Filing is the process whereby documents in a Tribunal proceeding are officially delivered to the Tribunal. Service is where those same documents are delivered to the parties.

Who are the parties in a complaint?

The parties to a complaint include the complainant, the director (where they are involved), the respondent(s), and any other person specified by the Tribunal.

What method of filing and service are accepted?

The Tribunal will accept documents for filing via email at AHRCTribunal@gov.ab.ca, unless the Tribunal Registrar informs the parties otherwise. It is the responsibility of the party serving a document to ensure it is properly served. It is acceptable to serve a party via email, unless they will not accept email service.

Where a party will not accept service via email, the AHR Act states that proof of service of any notice or document is via personal service, registered or certified mail. The *Interpretation Act*, RSA 2000 I-8 states that registered or certified mail includes any form of mail that is acknowledged by providing a signature.

Documents may also be filed with the Tribunal in hard copy and delivered to:

Alberta Human Rights Commission
Chief of the Commission & Tribunals
7th Floor Commerce Place
10155 -102 Street NW
Edmonton, Alberta T5J 4L4

OR Alberta Human Rights Commission
Chief of the Commission & Tribunals
2nd Floor John J. Bowlen Building
620 - 7 Avenue SW
Calgary, Alberta T2P 0Y8