

Instructions: Litigation Representative

Purpose of this form

If you are acting as a litigation representative for someone involved in a human rights complaint, this form applies to you. A litigation representative means a person who represents either:

- A minor under the age of 18. For example, the parent or guardian of a minor.
- A person who lacks the legal capacity to participate in the complaint process when making or responding to a complaint.

We assume anyone over the age of 18 is legally capable of making their own decisions, unless shown otherwise.

Important information

- Use this form only if you are a litigation representative. Note that appointing a litigation representative is not a common situation, but one can become involved at any time in the complaint process.
- Complete this form **in addition** to a Complaint Form or Response Form.
- Note the Alberta Human Rights Commission (the Commission, we, us) will review this declaration and may ask for submissions by the parties regarding this litigation representative declaration.
- The Commission prefers to receive completed forms by email.

Other situations need a different form

You will need a different form if you are an authorized representative. Visit albertahumanrights.ab.ca/forms to get the form that applies in your situation. For definitions of roles, see page 2 of the Human Rights Complaint Guide.

Filling in this form

1. If typing, complete this form using at least size 11 font.
2. If completing the form in writing, use pen. Do not use pencil. Make sure writing is readable.
3. Contact the Commission if you have questions about completing the form.
4. Print the form on one side only—leave back pages blank.
5. Sign and date page 2 of the form.
6. Send the form to the Commission by email. You can also fax or mail it to, or drop it off at, either of our offices during business hours.

Contact the Alberta Human Rights Commission

Website albertahumanrights.ab.ca

Email address ahrc.registrar@gov.ab.ca

Confidential inquiry line 780-427-7661

Fax 780-427-6013

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.

Alberta Human Rights Commission

Southern Regional Office

200 John J. Bowlen Building
620 - 7 Avenue SW
Calgary, Alberta T2P 0Y8

Alberta Human Rights Commission

Northern Regional Office

800 - 10405 Jasper Avenue NW
Edmonton, Alberta T5J 4R7

**You can ask for this Form in an accessible format
if you do not read conventional print.**

Contact Information: Litigation Representative

We collect your contact information as part of the complaint process. The other parties in the complaint will know your name, but we do *not* share your contact information outside of the Commission unless a complaint goes to a Human Rights Tribunal.

Litigation representative's contact information

Put your contact information here if you are the litigation representative. We will communicate with you directly about the complaint process.

For office use only

Date received

First name	Last name	
Mailing address		
Town or city	Province	Postal code
Please list all phone numbers we can use to contact you, starting with the best way to contact you during the day. Include area codes.	Email (by providing an email address, you understand all future documents and correspondence may be sent by email only)	
If you wish, please tell us your pronouns so that we can address you properly (she, he, they, any pronoun, none used, etcetera). You may also leave this box blank.		

Name of person for whom you are litigation representative

You may be acting either for the complainant, respondent, or another individual (this is the person involved in the complaint).

First name	Last name
Complaint or inquiry number(s). Fill in only if you have an existing number (found on letters from the Commission).	

Responsibilities and Declaration

Visit the Commission's website for more information about being a litigation representative.

Litigation representative's declaration

Please complete the box that applies:

This is a declaration regarding a minor.

I agree to act as litigation representative for _____, a minor under the age of 18 years, regarding a complaint at the Alberta Human Rights Commission.

The minor's date of birth is (dd/mm/yyyy)

I declare that (check the one that applies):

I am a parent or legal guardian with lawful custody of the minor.

OR

I am another person with lawful custody or guardianship of the minor (please attach custody document).

My relationship with the minor is:

I declare that I have received permission to act as the minor's litigation representative in in this matter from any other person, including the minor's other parent, who has custody or legal guardianship of the minor.

This is a declaration regarding a person who lacks legal capacity to participate in the complaint process.

I agree to act as litigation representative for _____, a person who lacks legal capacity to participate in the proceedings regarding a complaint at the Alberta Human Rights Commission.

I declare that (check the one that applies):

I have authority under a power of attorney, some other legal directive, or I have been appointed as a guardian or trustee for this person under the *Adult Guardianship and Trusteeship Act*. I have attached the documents showing that I have authority to act in this capacity.

OR

I agree to be a self-appointed litigation representative and:

1. No other person has authority to be the litigation representative for the represented person;
2. My relationship with the represented person is:

3. These are the reasons I believe the represented person does not have the legal capacity to make decisions about this complaint:

Litigation representative's responsibilities

By signing this form, I declare that:

- The information on this form is complete and accurate
- I have no interest(s) that conflicts with the represented person's interests
- I am at least 18 years of age
- I understand the nature of these proceedings
- I will meet the responsibilities of a litigation representative outlined in this form
- I will diligently attend to the interests of the represented person and take all necessary steps for the protection of those interests including:
 - To the extent possible, informing and consulting with the person represented about the proceedings
 - Considering the impact of the proceedings on the person represented
 - Deciding whether to retain a lawyer or authorized representative and providing instructions to the representative
 - Gathering information to support the proceedings and putting forward the best possible case
 - Participating in good faith in settling the complaint and being courteous and respectful to those involved
 - Ensuring the Commission has my current contact information
 - Following all legislation, bylaws, procedures, and practice directions
- I will inform the Commission if I am no longer the litigation representative

Print name	Signature	Date (dd/mm/yyyy)

Please check this box to represent your signature if you are submitting this form electronically.
You must also fill in the date above.