

This practice direction outlines the submissions that must be filed by parties before the start of their hearing, as outlined in section 27 of the [Alberta Human Rights Commission Bylaws](#).

### **Filing hearing submissions**

Before a hearing, the parties must file hearing submissions with the Tribunal Registrar and serve them on all other parties. This means the parties must email their hearing submissions to the Tribunal Registrar at the email address at the end of this document and to all other parties at their provided email addresses.

The hearing submissions will include:

- a. an agreed statement of facts, if available;
- b. a witness list including the names of each witness to appear at the hearing;
- c. a brief statement summarizing each witness' expected evidence; and
- d. any documents the party intends to rely upon at the hearing, including a joint book of documents, if available.

### **Hearing submission deadlines**

Unless otherwise determined by the Tribunal, parties will submit their hearing submissions using the following timelines:

- Where the Director has carriage of the complaint:
  - 30 days before the hearing starts, the Director's submissions are due;
  - 30 days before the hearing starts, the complainant's submissions are due (if they are making their own submissions); and
  - 21 days before the hearing starts, the respondent's submissions are due.
- Where the complainant has carriage of the complaint:
  - 30 days before the hearing starts, the complainant's submissions are due; and
  - 21 days before the hearing starts, the respondent's submissions are due.

**Remember:** Parties must email their submissions to the Tribunal Registrar and all other parties.

**Expert witnesses**

If a party is calling an expert witness, 45 days before the hearing starts (or by the date set by the Tribunal), the party shall file a copy of the expert witness' resume and a written report or a summary of proposed evidence.

**Failure to provide hearing submissions**

If a party does not provide their hearing submissions by the deadlines, they will not be able to present a witness or document without the Tribunal's permission. If the Tribunal agrees to consider late submissions, the Tribunal will balance fairness with the potential for prejudice to the other party and the effect of the delay.

**Form of hearing submissions**

The Tribunal will not accept submissions unless they are in the following format:

- All hearing submissions must be in PDF format and consecutively page-numbered. The page numbers must correspond to the page numbers in the PDF software. For example, if there is a title page or table of contents, the page numbering should start on the first page in the PDF and not on the first page of the documents.
- Each document within the PDF book must have an assigned tab number and a digital bookmark named with the tab number.
- Each PDF book must have a table of contents at the start identifying each of the tabs and providing a detailed description of the document (e.g. Tab 1 – Complaint Form dated January 1, 2022; Tab 2 – Response form dated January 30, 2022).
- If the size or number of documents require more than one PDF book, each PDF book must be clearly named (i.e., Book 1, Book 2). The bookmarks in subsequent PDF books should flow consecutively from the bookmarks in the previous PDF book. For example, if Book 1 ends at document tab 50, Book 2 will start with document tab 51.
- The Tribunal must be able to edit PDF submissions to pull out documents for the record. PDF submissions must not be locked or prevented from editing.

Note that if a party or representative does not have the technology to format a PDF document, many photocopying businesses provide document management services.

## 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.