



Filing Documents with the Tribunal

- 1.16 When filing any document with the Tribunal, except for documents filed with an Application (Form 1), a Response (Form 2) or a Reply (Form 3), a party or any other person must include the following information:
- a. name of the Applicant and Respondent in the Application;
 - b. name of the person filing the document and, if applicable, his/her representative's name;
 - c. mailing address, telephone number and email address of the person filing the document or his/her representative; and
 - d. Application file number, if available.
- 1.17 Documents may be filed with the Tribunal by:
- a. Removed;
 - b. courier or regular, registered or certified mail to the Human Rights Tribunal of Ontario at its mailing address;
 - c. email - HRTTO.Registrar@ontario.ca, with attachments not greater than 35mb in one email;
 - d. as directed by the Tribunal.
- 1.18 Notwithstanding Rule 1.17, Applications filed by the Commission or by the Legal Support Centre must be filed electronically in accordance with the Practice Directions of the Tribunal.
- 1.19 Documents received after 5 p.m. by email will be deemed to have been received on the next business day.
- 1.19.1 When filing paper documents by courier or regular, registered or certified mail, a party must file a second unbound copy of any bound document.
- 1.20 A party filing any document, other than an Application (Form 1) or a Response (Form 2) under ss. 34(1) or 34(5) of the Code, including by email, must deliver a copy of the document to all other parties to the Application and must verify that s/he has done so by filing a Statement of Delivery in Form 23 or by confirming the delivery to the other parties on the cover letter or email.