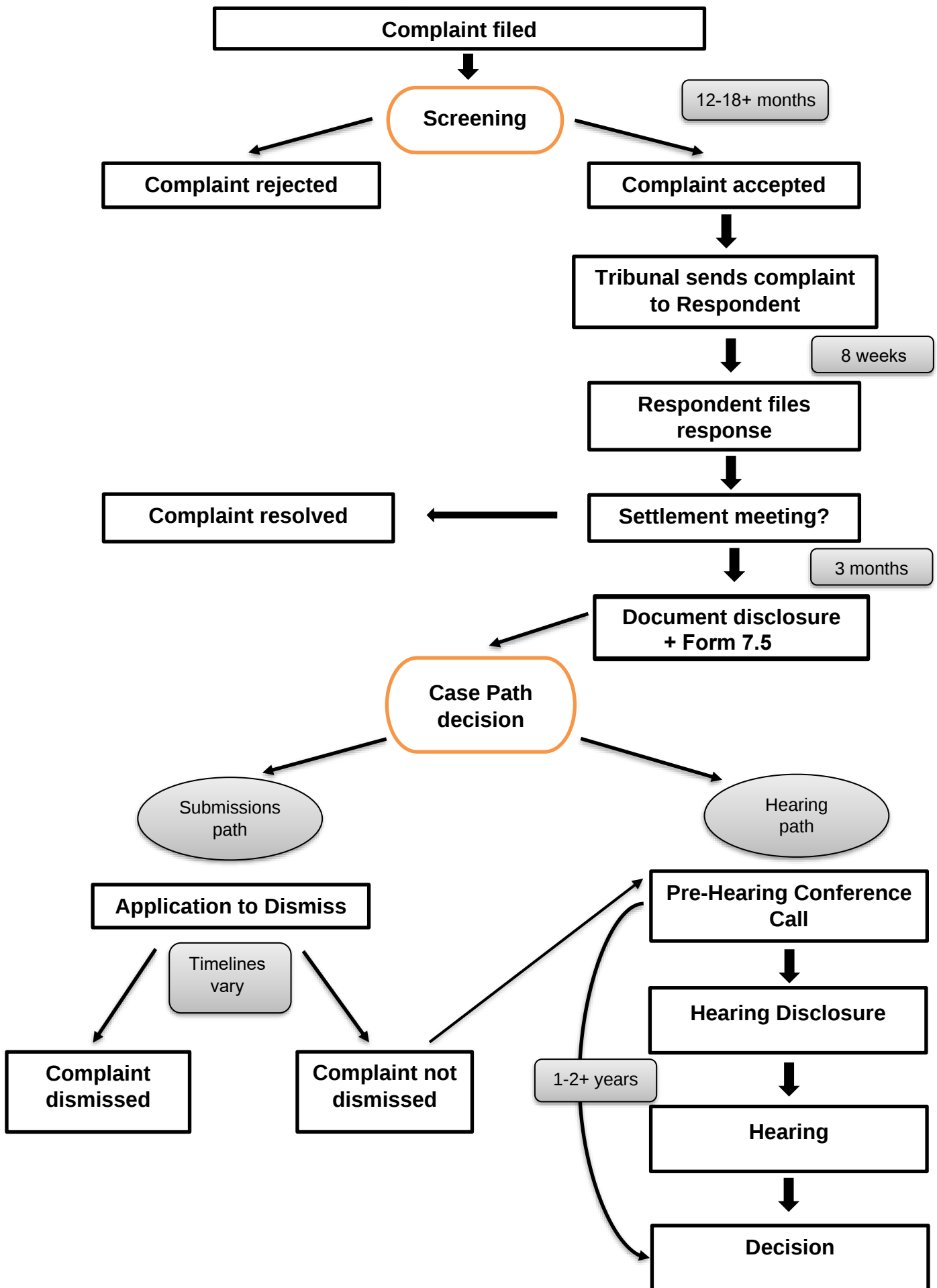




See next page for explanations of each step.

File a complaint: You can file your complaint online or use the forms on the [Tribunal's website](#).

Screening: The Tribunal screens the complaint to make sure it is something they can address. They also check to make sure the complaint was filed within the one-year limitation period.

If your complaint is **accepted**, the Tribunal will send you a Notice of Complaint Proceeding. If your complaint is **rejected**, you can seek reconsideration or judicial review. The Tribunal may also send you a letter asking for more information before they can accept your complaint.

Response: The Notice of Complaint Proceeding sets a deadline for the Respondent to file a Response to your complaint. The deadline is 8 weeks from the date of the letter.

Settlement Meeting (Mediation): The Tribunal can provide a mediator to assist you to resolve the complaint without a hearing. Both sides must agree to participate. All discussions during a settlement meeting are confidential. Many complaints are resolved at a settlement meeting.

Document Disclosure: If the case is not resolved at a settlement meeting, both parties must disclose all relevant documents to the other side. You must also file a list of your documents with the Tribunal.

You must disclose any documents you have or could get that relate to any of the issues in your complaint. Any document that might be relevant to the complaint or the defence must be disclosed.

Form 7.5: The respondent may file a Form 7.5 - Request to File a Dismissal Application.

Case Path Decision: If the respondent files a Form 7.5, the Tribunal reviews it and the complaint and response and sends the parties a letter placing the complaint on the **hearing path** or the **submissions path**.

Application to Dismiss: If the case is placed on the submissions path, the Respondent may make an application to have the complaint dismissed without a hearing. The Tribunal publishes [guides to these applications](#) on its website.

If the respondent makes an application to dismiss your complaint without a hearing, you will have an opportunity to respond and show the Tribunal why your complaint should not be dismissed.

Pre-Hearing Conference Call: If the case is not dismissed or is placed on the hearing path, the Tribunal will schedule a pre-hearing conference call. On the call, you and the Respondent will set hearing dates and discuss next steps with the Tribunal Case Manager.

Hearing Disclosure: Before the hearing, you must file a Statement of Remedy that explains what you want from the Respondents. They will file a response. Both parties must also file a witness list and disclose any additional documents that are relevant to the remedy you are asking for.

Hearing: Your case will be heard by a Member of the Tribunal. Hearings generally happen by video-conference using Microsoft Teams. You will testify under oath and call any witnesses you want to give evidence. The other side will ask questions of you and your witnesses (called cross-examination). They will also call witnesses. You can ask their witnesses questions. You will also provide the Tribunal with documents that help support your case.

Decision: The Tribunal Member will issue a decision. Decisions are published on the Tribunal website. If the Tribunal finds you have proved your complaint of discrimination, they will order a remedy. If they find you have not proved your case, they will dismiss it. If you disagree with the Tribunal's decision, you can seek reconsideration or judicial review.