

Canadian Human
Rights Tribunal



Tribunal canadien
des droits de la personne

Checklist for getting your case ready

Remember: Complainants and respondents can help speed up the Tribunal hearing process by being well prepared and open to working with the other parties.

Getting started

Read the section called "[Getting your case ready](#)" in the Tribunal's guide.

Your Statement of Particulars

Prepare your Statement of Particulars.

Note: Complainants go first, and Respondents go after. Each Statement of Particulars must contain the following basic elements:

Facts

Legal issues

Remedies

Lists of documents – one list of documents that might be relevant to your case, and another of 'privileged' documents

List of witnesses and a summary of their testimony, excluding experts.

Send your Statement of Particulars to the Tribunal and the other parties.

Gather and exchange documents

Give the other parties a copy of each non-privileged document that might be relevant to your case. Don't send these to the Tribunal.

If at any point in the process you find new documents that might be relevant, update your list and send the documents to the other parties right away.

Write a Reply if applicable

Complainants and the Commission have a chance to prepare a short “reply” if the Respondent raised anything new in their Statement of Particulars.

Send your reply to the Tribunal and the other parties.

Agreed Statement of Facts

Make a list of the facts that you and the other parties may agree on.

Try to discuss this with the other parties.

Expert witness report

If you plan to have an expert witness at the hearing, raise this with the Tribunal Member and the other parties in case management.

Prepare for Case Management Calls

Make a list of any questions or issues you have in advance.

Have your calendar ready in advance, for scheduling.

Be proactive: If any issues come up, try to work with the other parties to resolve it. If that does not work, ask for a case management call with the Tribunal Member as soon as you can.