



Record of appearance (mediation)

Please complete and return to the Registry Officer or the mediator before the mediation

I. Case details :

Case name*:

Tribunal file(s) number(s)**:

*Complainant's name v. Respondent's name (e.g. Jamie Larose v. Company XYZ)

**Include this number when contacting the Tribunal about your case

Date(s):

Location:

Mediator:

Registry Officer:

II. Appearances

In the table on the next page, please list everyone who will be with you at the mediation. To be sure we address everyone respectfully and correctly, please tell us:

- How to say each person's name. Here are some ways to do this:
 - Phonetically: Raul Gonzalez – **rah-OOL gon-SAH-les**
 - Sounds like: Ngoc Nguyen – nahk nuhWEN or sounds like "**knock**" "**win**"
 - Rhymes with: Anne Martin – "**Anne**" rhymes with "**man**"
 - Provide a link to an audio recording of the name
- About their pronouns (they/them, he/him, she/her pronouns can be typed directly into the table below)

- About their titles (Ms., Mr., Mx., Me titles can be typed directly into the table below)

III. Appearing for: DROP-DOWN

Name	Title	Pronunciation o name	Pronouns

Ask for help: If you have any trouble filling out this form, contact the Registry office by email at registry.office@chrt-tcdp.gc.ca or call 613-995-1707 (toll free: 1-844-899-3604).