



THE TRIBUNAL ADMINISTRATIF DU QUÉBEC

THE HEARING

Attending the hearing

The hearing is when you present your case to the Tribunal in person.

The Tribunal sends you a document called a notice of hearing that tells you the date, time and place for the hearing.

You must be present on the scheduled date and time. If not, the hearing could take place without you and you won't have a chance to explain your position.

You have a disability or special needs? Tell the Tribunal as soon as possible.

If you can't be present at the hearing, you can ask the Tribunal for a new date. You must explain why you can't attend. If you ask for a new date less than 45 days before the original hearing date, you'll have to explain why you didn't ask sooner. You must have a good reason.

The Tribunal can accept or refuse your request.

Preparing your case

Be well prepared for the hearing to increase your chances of winning. Here are things you can do:

- Reread your file and know it well.
- Review the documents you'll use at the hearing (bills, lease, contracts, photos, bank statements, experts' reports, etc.).
- Make sure you send a copy of these documents to the Tribunal and the representative of the government body by the deadline.
- Make four copies of your documents and bring them with you to the hearing.
- Remind your witnesses to go to the hearing.
- Talk with your witnesses about the questions you'll ask them.
- Make a list of your arguments.

You can send your witnesses a document called a subpoena to make sure they go to the hearing. You can get this document from the Tribunal's secretariat or website. It must be signed by the Tribunal or a lawyer.

IMPARTIALITY / ENGAGEMENT / RESPECT
COMPETENCE / INDEPENDENCE

HOW TO CONTACT US

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Our staff is available to help you
Monday to Friday,
8:30 a.m. to 4:30 p.m.

What happens at the hearing

On the day of the hearing, dress appropriately and arrive before the scheduled time. Don't forget to bring your file and copies of your documents.

The hearing is in French, but you can speak to the Tribunal in English. If you don't understand the language used, you can bring an interpreter. You must pay for the interpreter.

At the start of the hearing, the Tribunal asks both sides to introduce themselves. The Tribunal then explains the steps in the hearing.

➤ *Proof (documents and witnesses)*

Usually, you are the first to give your proof. Present your documents and question your witnesses. You and your witnesses may be questioned.

Then the government body's representative gives its proof. When the representative is finished, you can ask questions.

➤ *Arguments*

After the proof, you and the government body's representative make arguments in turn. This is your last chance to convince the Tribunal that you're right.

The hearing is over after the arguments are presented.

Respect is very important at the hearing. Wait for the Tribunal to ask you to speak.

The Tribunal's decision

The Tribunal doesn't usually make a decision on the day of the hearing. Instead, it takes the case under advisement. This means the Tribunal will take time to think about the case and make a decision. You'll get the decision by mail within three months.

You can't challenge the decision except in some situations.

Everyone involved in the case must obey the Tribunal's decision.

