



THE TRIBUNAL ADMINISTRATIF DU QUÉBEC

PREPARING YOUR CASE

Opening a file

When the Tribunal receives your request, it opens a file. It sends you a letter confirming it received your request and giving you the file number. Keep this number. You'll need it when you contact the Tribunal.

The Tribunal sends a copy of your request to the government body that made the decision you're challenging. The body then has 30 days to send you the documents it has about your case.

Preparing your case

It's your responsibility to prepare your case properly.

Carefully read the documents the government body sent you. They'll help you understand the decision and make it easier to prepare a convincing case.

Gather the documents you'll give the Tribunal to support your arguments, such as bills, lease, contracts, photos, bank statements and medical reports. If you don't already have your documents, get them as soon as possible. You must send one copy to the Tribunal and another to the representative of the government body before the hearing. The hearing is when you present your case to the Tribunal in person.

Decide who you want as witnesses to support your case. Tell them they must be present at the hearing and what questions you'll ask them.

Do you need an expert's report? Here are examples:

- a doctor's report for cases about your state of health
- an evaluation report for cases about the value of your property

Send a copy of the expert's report to the Tribunal and to the representative of the government body no later than 30 days before the hearing.

Has your contact information changed? Do you have a disability or special needs? Tell the Tribunal as soon as possible.

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.

Completing your file

The Tribunal will contact you to make sure your file is complete. In some cases, the Tribunal can call you to a management conference and set the deadline for completing your file.

A management conference is a meeting with Tribunal and the government body' representative to discuss how the hearing will proceed. Together, you agree on the questions the Tribunal must decide and the number of witnesses who will be present. You also estimate how long the hearing will take.

When your file is complete, the Tribunal sends you a notice of the date, time and place for your hearing.

The Tribunal can ask you to attend a conciliation meeting. Conciliation is a free service to try to settle your case before the hearing.

Closing your file

You can cancel your request at any time. This is called withdrawal. You must notify the Tribunal in writing that you want to cancel your request. The Tribunal's website has a model form you can use called a discontinuance notice.

Challenging a new decision

Your file at the Tribunal lets you challenge only the decision mentioned in your request. To challenge another decision, you must send a new request to the Tribunal and it will open a new file.

