



EARLY SETTLEMENT MEETING AVAILABILITY

Use this form to let the Tribunal know when you are available to meet to settle this complaint

BC Human Rights Tribunal

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Tribunal Stamp

INSTRUCTIONS FOR RETURNING THIS FORM

- Complete your form by hand and **fax, mail, or hand deliver** it to us
- An electronic version is available on the **forms page** at www.bchrt.bc.ca
- If you are using an electronic version, **email** it to us by attaching a saved copy and sending it to: BCHumanRightsTribunal@gov.bc.ca

Case Name (Complainant v. Respondent):	Tribunal Case Number:
Name of participant(s) responding to request for early settlement meeting:	
1.	
2.	
3.	

Provide contact information (if new or if you have not provided it before):

Name of lawyer or other person who represents you in this complaint (if applicable):		
Mailing Address:		
City:	Province:	Postal Code:
<p>Purpose of collecting contact information: The Tribunal uses your contact information to process the complaint and conduct surveys to evaluate and improve its services. The Tribunal will give your mailing address to the other parties for the exchange of information and other documents. Your additional contact information will be given to the other parties unless you check the box below.</p> <p><input type="checkbox"/> Check here to tell the Tribunal not to disclose the contact information below to the parties.</p>		
Tel:	Fax:	Cellular:
Email:		

PLEASE SEE THE CALENDAR ON PAGE 2 TO SELECT THE DATES YOU ARE AVAILABLE

THE DATES I AM AVAILABLE TO ATTEND A SETTLEMENT MEETING ARE CHECKED BELOW:

June 2022					July 2022				
Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri
		1	2	3					1 Canada Day
6	7	8	9	10	4	5	6	7	8
13	14	15	16	17	11	12	13	14	15
20	21	22	23	24	18	19	20	21	22
27	28	29	30		25	26	27	28	29

Go to the Tribunal’s website (www.bchrt.bc.ca) and click on Settle a Complaint to learn more about how to prepare for a settlement meeting – see **Information Sheet No. S2**

PRIVACY NOTICE

The Tribunal collects contact information to process complaints filed under the *Human Rights Code* and to conduct surveys under s. 59.1 of the *Administrative Tribunals Act*. For more information, contact the Tribunal Registrar at the address and phone number at the top of this form.