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Tribunal Stamp

INSTRUCTIONS FOR RETURNING THIS FORM

- Click on **Save As** at any time to save your form to your computer
- **Email** us your form by attaching a saved copy and sending it to:
BCHumanRightsTribunal@gov.bc.ca
- Or click **Print**, and **fax, mail, or hand deliver** a copy of your form to us
- **Keep a copy of all your documents**

Name of Complainant:	Case Number:
Name of person completing this form:	
<input type="checkbox"/> I reviewed all the documents which I have or which I control that may be relevant to the complaint or response to the complaint. (See page 2 for more information.)	
Select one:	
<input type="checkbox"/> I do not have or control any documents that may be relevant to the complaint or response to the complaint.	
<input type="checkbox"/> I have or control the following documents that may be relevant to the complaint or response to the complaint:	

No.	YYYY MM DD	Description of Document	✓ if privilege* is claimed
1.			<input type="checkbox"/>
2.			<input type="checkbox"/>
3.			<input type="checkbox"/>
4.			<input type="checkbox"/>
5.			<input type="checkbox"/>
6.			<input type="checkbox"/>
...		<input type="checkbox"/> More documents are listed on another page	*see page 2

At the same time as I file this form with the Tribunal, I am delivering to each other party a copy of this form and a copy of all of the listed documents, except those identified as privileged.

Do not send the listed documents to the Tribunal at this time. If you do so, the Tribunal will not keep the documents.

MORE INFORMATION – COMPLAINANT DOCUMENT DISCLOSURE

Disclosure is important: If the parties share all documents about the complaint, it makes the process fairer. It helps the Tribunal decide what happened based on the best information.

Steps you must take:

1. Read the complaint form and response to complaint form. Think about what you need to prove and what the Respondent needs to prove.

Examples:

You say you were fired based on your age. The Respondent agrees you are 65 and that they fired you. They disagree that there is a connection between your age and being fired. You need to prove this.

The Respondent agrees that they ended your employment because you were on sick leave for too long. The Respondent says that they could not reasonably accommodate your disability any longer. You disagree. The Respondent needs to prove this.

2. Gather **all** documents that have anything to do with the complaint, whether they hurt or help your case, or hurt or help the Respondent's case.

Examples:

You say you were fired based on your age. You have notes from the meeting where you were fired. You must share the notes, even if they do not help your case.

You say a landlord did not rent to you based on your race. The landlord told you the apartment was already rented. After this, the landlord advertised the apartment for rent. You have a copy of the ad. You must share it.

You say a company refused you a service based on a disability. You have an email from them explaining why they could not accommodate your disability. You must share it.

Privilege: Privileged means exempt from disclosure. For example: letters between you and your lawyer are privileged.

Ongoing obligation to disclose: If you locate or obtain other documents after filing this form that may be relevant to the complaint or response to the complaint, you must promptly give a copy to each other party.

What happens if you do not share your documents:

1. The Tribunal may stop your complaint until you share your documents.
2. The Tribunal may dismiss your complaint unless you share your documents or confirm that you do not have documents to share.
3. At a hearing, you cannot use a document that you have not shared, unless the Tribunal gives you permission. The Tribunal will not give you permission if it would be unfair to the Respondent.
4. If you refuse to share a document, the Tribunal may assume it would hurt your case.
5. The Tribunal may order you to pay money, called costs, to the Respondent if you disrupt the process by not sharing your documents.

Documents are confidential: All documents you share or receive are confidential and cannot be used for any purpose other than this complaint process.