



# British Columbia Human Rights Tribunal

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## FORM 9.3 – WITNESS LIST

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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](mailto: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 Party:	Case Number:
Name of person completing this form:	

<input type="checkbox"/> I will be the only witness for my case at the hearing of the complaint	
<input type="checkbox"/> I will have the following witnesses at the hearing of the complaint	
No.	Name of Person who will be a Witness
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
...	<input type="checkbox"/> More witnesses are listed on another page

<input type="checkbox"/> I am delivering a copy of this form to each other party <b>and</b> to the Tribunal
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## MORE INFORMATION – WITNESS LIST

A witness is a person who comes to the hearing to tell the Tribunal what they saw or heard happen regarding the complaint.

### How to complete your Witness List

1. Think about what facts the Tribunal must decide.

*For example: The complaint says the Respondent fired the Complainant based on their age. The Respondent **agrees** they fired the Complainant who is 65. The Respondent **disagrees** that there is a connection between firing the Complainant and the Complainant's age. The Tribunal must decide if there is a connection between the Respondent firing the Complainant and the Complainant's age.*

2. Make a list of people who saw or heard any events that relate to the facts the Tribunal must decide.

*For example: The office manager was there when the employer told the Complainant why they were fired. The office manager can say what they saw and heard at that meeting.*

3. Talk to the people on your list to see what they will say. Put them on your Witness List if they will help your case.

### What happens if you do not share your Witness List:

1. At a hearing, you can only call witnesses if you have given their name to the other parties within the time the Tribunal allows.
2. At a hearing, you must ask the Tribunal for permission to call a witness if you did not give their name to the other side. The Tribunal will not give you permission if it would be unfair to the other side.
3. The Tribunal may order you to pay money, called costs, to the other side if this disrupts the process.

### What if you find a new witness?

If you find a new witness, you must promptly:

- add them to your Witness List and
- send a copy of the updated Witness List to the Tribunal and to the other parties

### Ask your witnesses to attend the hearing

- Tell the people on your Witness List when and where the hearing is.
- See *Get Ready for a Hearing* on the Tribunal's website or call the Tribunal about
  - How to require a witness to attend the hearing
  - How to prepare the questions you will ask your witnesses