

# APPLICATION FOR A CASE MANAGEMENT CONFERENCE

Section 34 of the *Regulations of the Human Rights Tribunal*, CQLR, c. C-12, r. 7

## GENERAL INFORMATION

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In the event of a disagreement between the parties, one of them may bring before the Tribunal an application for a case management conference.

## PROCEDURE

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### NOTIFICATION

You must notify your *Application for a Case Management Conference* to all other parties to the proceedings. The notification may, for example, be made by registered mail, courier (Purolator, Dicom, etc.) or court bailiff. It can also be done by email if the parties consent to it.

### FILING AT THE COURT OFFICE

You must file your *Application for a Case Management Conference* with proof of notification to the other parties at the office of the Court of Québec in the district where the proceeding was instituted, and which is indicated on the *Originating Application*. It must be **filed in 2 paper copies**. Parties must also send a copy of their application **by email** to the clerk of the Tribunal with proof of notification, to the following email address: [tribunal.personne@judex.qc.ca](mailto:tribunal.personne@judex.qc.ca)

### FILING AT THE GREFFE NUMÉRIQUE JUDICIAIRE DU QUÉBEC

As of April 15<sup>th</sup>, 2024, you can file your *Application for a Case Management Conference* to the Greffe numérique judiciaire du Québec.

To use this option, please visit : <https://lexius-gnjq.justice.gouv.qc.ca/en/Accueil>

## HOW TO FILL OUT THE FORM

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- Provide all required information.
- This form must be printed on side of each page.

### 1. DISTRICT AND RECORD NUMBER

Enter the district and the record number as they appear on the *Originating Application* that was served to you by a court bailiff.

### 2. IDENTIFICATION OF THE PARTIES

Enter the name and surname of every party to the proceedings as they appear on the *Originating Application*.

### 3. CONTENT OF THE APPLICATION

- Indicate the reasons why you are applying for a case management conference.
- Sign the *Application for a Case Management Conference* on page 3.

### 4. NOTICE OF PRESENTATION

- Enter the name, surname, and address of the parties to whom you are notifying the application.
- Sign the *Notice of Presentation* on page 4.

### 5. REVERSE SIDE

Most information is automatically filled in when you complete the present form. You only need to enter your email and your telephone number in the required section.

Then, you must staple to reverse side at the end of your *Application for a Case Management Conference*.

CANADA

PROVINCE OF QUÉBEC

DISTRICT OF \_\_\_\_\_

Record no: \_\_\_\_\_

HUMAN RIGHTS TRIBUNAL  
Office of the Court of Québec

\_\_\_\_\_  
and

\_\_\_\_\_  
and

Plaintiff(s)

v.  
\_\_\_\_\_

and

and  
\_\_\_\_\_

Defendant(s)

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**APPLICATION FOR A CASE MANAGEMENT CONFERENCE**

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**Recipient(s):**  
(email)  
(phone number)

**Recipient(s):**  
(email)  
(phone number)

**Recipient(s):**  
(email)  
(phone number)

**Counsel(s) for the party:**  
(email)  
(phone number)

**APPLICATION FOR A CASE MANAGEMENT CONFERENCE:**

The plaintiff(s)/defendant(s) wish(es) to submit to the Tribunal the disagreement on the following matters:

1.

Explanations:

2.

Explanations:

3.

Explanations:

**PARTY WISHING TO CONTEST THE APPLICATION:**

If you wish to contest this *Application for a Case Management Conference*, you must participate in the calling of the management roll to which you will be summoned by the Tribunal. Otherwise, a decision may be rendered against you when the application is presented without further notice or delay.

SIGNATURE	SIGNATURE	SIGNATURE
<p><b>PLAINTIFF / DEFENDANT 1</b></p> <p>Signed in, _____ City</p> <p>on _____ Date</p> <p>_____</p>	<p><b>PLAINTIFF / DEFENDANT 2</b></p> <p>Signed in, _____ City</p> <p>on _____ Date</p> <p>_____</p>	<p><b>PLAINTIFF / DEFENDANT 3</b></p> <p>Signed in, _____ Town</p> <p>on _____ Date</p> <p>_____</p>

**NOTICE OF PRESENTATION**

To :

\_\_\_\_\_  
Name, surname, and complete address

Notice is hereby given that the *Application for a Case Management Conference* will be presented for adjudication **on a date and location determined by the Human Rights Tribunal.**

In \_\_\_\_\_, on \_\_\_\_\_  
City Date

\_\_\_\_\_  
Signature

**No:**

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**HUMAN RIGHTS TRIBUNAL**  
(Office of the Court of Québec)  
**DISTRICT OF**

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and

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and

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Plaintiff(s)

v.

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and

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and

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Defendant(s)

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**APPLICATION FOR A CASE MANAGEMENT  
CONFERENCE**

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Name:

Address:

Telephone:

Email: