Request for an Order During Proceedings – Rule 15, 19
Form 10

Disponible en français

At any time after an Application has been filed with the Tribunal, a party may make a Request for an Order during a proceeding by completing this form (Form 10). This form is used for multiple reasons (see list in section 2 on next page).

The Tribunal will determine whether a Request for an Order will be heard in writing or electronically and, where necessary, will set a date for the hearing of the Request. This Request may be heard on the basis of Form 10 alone.

Follow these steps to make your request:

1. Fill out this form.
2. All documents you are relying on must be included with this form.
3. Deliver a copy of this form to all parties and any person or organization who has an interest in this Request.
4. If this is a Request for an Order requiring a non-party to provide a report, statement or oral or affidavit evidence in accordance with Rule 1.7 (q), this Form 10 must be delivered to the non-party in addition to the other parties in the proceeding.
5. Complete a Statement of Delivery (Form 23).
6. File the Form 10 and Form 23 with the Tribunal.

Information for all parties and any person or organization who receives a copy of this Request

You may respond to this Request for an Order by completing a Response to a Request for an Order During Proceedings (Form 11).

Download forms from the Tribunal's web site tribunalsontario.ca/hrto. If you need an accessible format, contact us:

Human Rights Tribunal of Ontario
15 Grosvenor Street, Ground Floor
Toronto, ON M7A 2G6

Phone: 416-326-1312 Toll-free: 1-866-598-0322
TTY: Call the Bell Relay Service at 1-800-855-0511
Email: hrto.registrar@ontario.ca

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Application Information	
Tribunal File Number:	
Name of Applicant:	
Name of Each Respondent:	

1. Your contact information (person or organization making this Request)

First Name	Last (or Family) Name	Organization (if applicable)

Street Number	Street Name	Apt/Suite

City/Town	Province	Postal Code

Email	Phone	Other

If you are filing this as the Representative (e.g. lawyer) of one of the parties please indicate:

Name of party you act for and are filing this on behalf of:	LSO No. (if applicable)

What is the best way to send information to you? ◯ Email ◯ Mail

If you check email, you are consenting to the delivery of documents by email.

Check off whether you are (or are filing on behalf of) the:

◯ Applicant ◯ Respondent ◯ Ontario Human Rights Commission

◯ Other - describe: _____

2. Please check the item you are requesting:

- ☐ Request to consolidate or have applications heard together
- ☐ Request to add a party
- ☐ Request to amend Application or Response
- ☐ Request to defer Application
- ☐ Request to adjourn
- ☐ Request to re-activate deferred Application
- ☐ Request extension of time
- ☐ Request to reschedule
- ☐ Request for production of documents
- ☐ Request for an exemption from mandatory mediation
- ☐ Other, please explain:

_____

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3. Please describe the order requested in detail.

4. What are the reasons for the Request, including any facts relied on and submissions in support of the Request?

5. Do the other parties consent to your Request?

◯ Yes ◯ No ◯ Don't know

6. If you are requesting production of a Document(s), please explain if you have already requested the document and any response you have received. You must attach a copy of your written Request for the Document(s) and the Responding Party's Response, if any.

7. If you are relying on any documents in this Request, please list below and attach. You must include all the documents you are relying on.

8. Signature

By signing my name, I declare that, to the best of my knowledge, the information that is found in this form is complete and accurate.

Signature: *(If filing electronically, sign by typing your name here.)*	Date: *(dd/mm/yyyy)*

Collection of Information:

The Human Rights Tribunal of Ontario (HRTO) has the right under the *Human Rights Code* and the *Statutory Powers Procedure Act* to collect the information requested on this form to fulfill its legislative mandate. After you file the form, all information related to the proceeding may become publicly available in a tribunal decision, order, or other document, in accordance with Tribunals Ontario's *Access to Records Policy* and the *Tribunal Adjudicative Records Act, 2019*. Parties wanting records or information to remain confidential must seek a confidentiality order from an adjudicator. If you have questions about confidentiality orders or access to records, please contact us by email at HRTO.registrar@ontario.ca or at 416-326-1312 or 1-866-598-0322 (toll-free).