Response to a Request for an Order – Rule 10, 11, 15, 19, 19A
Form 11

Disponible en français

This form is used to respond to various types of requests made before the HRTO (see list in sections 2 and 3 below).

Follow these steps to respond to the request:

1. Fill out this form.
2. All documents you are relying on must be included with the Form 11.
3. Deliver a copy of the Form 11 to any party, person, or organization named in the Request and, if required, to any named trade union or occupational or professional organization identified in the Application or any other person or organization identified as an affected person in the Response.
4. Complete a Statement of Delivery (Form 23).
5. File the Form 11 and Form 23 with the Tribunal within the prescribed deadlines as set out in the Rules.

For any requests listed in Section 2 of the Request for an Order During Proceedings (Form 10) – excluding requests for an extension or an adjournment – you must file a completed Response to Request for an Order (Form 11) no later than **fourteen (14) days** after receiving Form 10.

If the request is for an extension or an adjournment, you may respond by filing Form 11 and serving a copy on the other parties within **seven (7) days** of receiving the request.

You must file a completed Form 11 no later than **twenty-one (21) days** after the Request to Intervene (Form 5) was delivered to you.

You may respond to the Request for Summary Hearing (Form 26) by filing Form 11 no later than **fourteen (14) days** after the Request for Summary Hearing was delivered to you. The HRTO may direct that a Response to the Request for Summary Hearing is required.

You must file a completed Form 11 no later than **two (2) days** after the Request to Withdraw (Form 9) was delivered to you.

Download forms from the Tribunal's web site tribunalsontario.ca/hrto. If you need a paper copy or 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 responding to the 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. What / Which request are you responding to?

- ☐ Request for Dismissal without full response, Form 2
- ☐ Request to Intervene, Form 5
- ☐ Request to Withdraw, Form 9
- ☐ Request for Summary Hearing, Form 26
- ☐ Request for an Order During a Proceeding, Form 10 (if yes, go to Question 3)

3. What are you Responding to? Please check the box that corresponds to what was requested.

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

_____

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4. What is your position on the Request?

5. What is your position on the manner in which the Request for Order should be dealt with?

6. What is your position on the Request, including any facts relied on and representations in support of your Response?

7. Indicate here whether you rely on any additional facts in your Response.

8. If you are relying on any documentary evidence in this Response please list below and attach. You must include with this Response all the documents you are relying on.

9. 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).