Request for a Tribunal Ordered Inquiry – Rule 20
Form 12

Disponible en français

A party may request an order from the Tribunal to appoint a person to conduct an inquiry by completing this *Request for a Tribunal Ordered Inquiry (Form 12)*.

Follow these steps to make your request:

1. Fill out this Form 12.
2. Deliver a copy of Form 12 to all parties.
3. Complete a *Statement of Delivery (Form 23)*.
4. File Form 12 and Form 23 with the Tribunal.

Information for all parties who receive a copy of this request:

You may respond to this Request for a Tribunal Ordered Inquiry by completing a *Response to a Request for a Tribunal Ordered Inquiry (Form 13)*.

Follow these steps to respond:

1. Fill out Form 13.
2. Deliver a copy of Form 13 to all parties.
3. Complete a *Statement of Delivery (Form 23)*.
4. File Form 13 and Form 23 with the Tribunal.

You must file your Response to a Request for a Tribunal Ordered Inquiry not later than **14 days** after the *Request for a Tribunal Ordered Inquiry (Form 12)* was delivered to you.

Download forms from the Forms & Filing section of the HRTO web site at 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: 416-326-2027 Toll-free: 1-866-607-1240
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 (or Given) Name	Last (or Family) Name	Organization (if applicable)

Street Number	Street Name	Apt/Suite

City/Town	Province	Postal Code	Email

Daytime Phone	Cell Phone	Fax	TTY

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? ◯ Mail ◯ Email ◯ Fax
(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. Describe the evidence or the nature of the evidence to be obtained.

3. Explain why this evidence is necessary to achieve a fair, just and expeditious resolution of the application.

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4. Describe the efforts already made to obtain the evidence.

5. Why is an inquiry necessary to gather this evidence?

6. Describe the proposed terms of reference.

7. 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:

Under the Ontario *Human Rights Code*, the Human Rights Tribunal of Ontario (HRTO) has the right to collect the personal information requested on this form. We use the information to resolve your application. After you file the form, your information may also be available to the public. If you have questions about how the HRTO uses your personal information, contact the HRTO at 416-326-1312 or 1-866-598-0322 (toll-free.)