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Tribunal Stamp

GENERAL INSTRUCTIONS

- See the Tribunal's website for further information - www.bchrt.bc.ca
- Your information will NOT be automatically saved by the Tribunal
- Click on **Save** 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
- OR click on **Print** and **fax, mail** or **hand deliver** a copy of your form to us
- Keep a copy of your Time Limit Reply Form and all of your documents

STEP 1: COMPLAINT INFORMATION

NAME OF COMPLAINT (FOR EXAMPLE, SMITH v. ACME INC.): **
TRIBUNAL CASE NUMBER: **
NAME OF PERSON COMPLETING THIS FORM: **

STEP 2: REPLY TO RESPONDENT'S TIME LIMIT RESPONSE

What is your reply to the Respondent's statements in STEP 4: Part A of the Time Limit Response Form?

What is your reply to the Respondent's statements in STEP 4: Part B of the Time Limit Response Form?

STEP 3: COMPLETE THE TIME LIMIT REPLY FORM

After you have filled out the time limit reply form:

- add the total number of pages you are attaching to the time limit reply form
- check the box to confirm that the information is true and accurate
- keep a copy of your time limit reply form and your documents
- send a copy of your time limit reply form to the Respondent(s)
- send your time limit reply form to the Tribunal

I have attached more information in **numbered paragraphs** on a total of _____ extra page(s) to this form.

I confirm that the information in this time limit reply form is true and accurate to the best of my knowledge and belief. **

WHAT HAPPENS NEXT?

The Tribunal will now consider the materials filed, make a decision about whether the complaint is late and, if so, whether the Tribunal should exercise its discretion to accept it for filing. The Tribunal will tell the parties whether the complaint is accepted for filing and, if so, the next steps.

PRIVACY NOTICE

The personal information in this form may be disclosed to members of the public. This is because the Tribunal's process is public:

- The Tribunal publishes most decisions on its website
- The Tribunal publishes a hearing schedule (list of upcoming hearings) with the parties' names and the area and ground of a complaint
- After a complaint is on the hearing schedule, the public has access to information, including the complaint and response forms (except contact information)
- Hearings are open to the public.

You can ask the Tribunal to limit the information it makes public. However, the Tribunal will only do so if it decides that your privacy interests outweigh the public interest in access to the Tribunal's proceedings.