



Use this form to ask a tribunal to make accommodations (alternate arrangements) so that you can fully participate in the tribunal process and to ensure a fair hearing. You can make this request if:

- You have a need related to the **Ontario Human Rights Code** that may impact your ability to participate in the tribunal process or hearing (for example, a need related to a disability such as a visual or hearing impairment); or
- You have a need or concern related to **procedural fairness** (for example, you think the current hearing format or your circumstances will result in an unfair hearing).

The tribunal will consider the information you provide to make any arrangements needed to ensure equal access to the tribunal process and to make sure that the hearing is fair for all participants.

A. General Application / Appeal Information

Requester's Information

I am the	<input type="checkbox"/> Appellant / Applicant	<input type="checkbox"/> Respondent	<input type="checkbox"/> Landlord	<input type="checkbox"/> Tenant
	<input type="checkbox"/> Representative	<input type="checkbox"/> Co-op	<input type="checkbox"/> Co-op Member	<input type="checkbox"/> Added Party
	<input type="checkbox"/> Intervener	<input type="checkbox"/> Witness	<input type="checkbox"/> Other	
	<input type="checkbox"/> Representative on behalf of client (please also indicate client's role in proceeding):			

First Name	Last Name
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Email Address	Phone Number
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File Information

Applicable Tribunal:

<input type="checkbox"/> Animal Care Review Board (ACRB)	<input type="checkbox"/> Assessment Review Board (ARB)
<input type="checkbox"/> Child and Family Services Review Board (CFSRB)	<input type="checkbox"/> Custody Review Board (CRB)
<input type="checkbox"/> Fire Safety Commission (FSC)	<input type="checkbox"/> Human Rights Tribunal of Ontario (HRTO)
<input type="checkbox"/> Landlord and Tenant Board (LTB)	<input type="checkbox"/> Licence Appeal Tribunal (LAT)
<input type="checkbox"/> Ontario Civilian Police Commission (OCPC)	<input type="checkbox"/> Ontario Parole Board (OPB)
<input type="checkbox"/> Ontario Special Education Tribunal (OSET) - English	<input type="checkbox"/> Ontario Special Education Tribunal (OSET) - French
<input type="checkbox"/> Social Benefits Tribunal (SBT)	

File Number	Date of Request (dd/mm/yyyy)	Date of Scheduled Proceeding, if any (dd/mm/yyyy)
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Current Format of Proceeding

<input type="checkbox"/> Video Conference	<input type="checkbox"/> Teleconference	<input type="checkbox"/> In Person	<input type="checkbox"/> Written
<input type="checkbox"/> A proceeding has not yet been scheduled			

B. Request Details

Type of Request and Reasons for Request

Please explain your need or concern and how it affects your ability to participate in the tribunal process, or how it would impact the fairness of the hearing. Include all necessary information and be as specific as possible. Attach supporting documents if necessary when you submit the form. Your request may be denied if you do not provide enough detail.

- I have a need related to the Ontario [Human Rights Code](#) that may impact my ability to participate in the tribunal process or hearing.
- I have a procedural fairness need or concern.

Here are some examples of what the tribunal may do, but they are not the only examples of the accommodation (alternate arrangements) that might be provided:

1. Provide forms and documents in an accessible format (ex. large print, braille) if you have a visual impairment.
2. Provide a sign language interpreter (American Sign Language, langue des signes québécoise), a deaf-blind intervener, or real time captioning (CART) if you are deaf or hard of hearing.
3. Allow you to take extra breaks during the proceeding, or give you more time to present evidence, to support mental health needs.
4. Help you access technology to participate in your proceeding, if you do not have access to a computer or telephone. For example:
 - a. Provide access to a location with a computer or telephone to attend your proceeding or
 - b. Loan you a phone so you can call into your proceeding from any location or provide top-up minutes if you have a pay-as-you-go plan with limited airtime minutes.
5. Change the format of the hearing because the current format will likely cause significant prejudice (for example, from a video conference hearing to a written or in-person hearing). Review Tribunals Ontario's [Practice Direction on Hearing Formats](#) for a list of factors that the tribunal may consider when making a decision on a party's request to change the hearing format.

C. Next Steps

Send this completed form to the tribunal as soon as you can to avoid delaying your proceeding. Contact information for each tribunal is listed below.

If the form is complete and the tribunal has all the information it needs, the tribunal will review your request and decide the appropriate alternate arrangements. The tribunal may contact you if it needs more information.

When making a decision, the tribunal will consider all relevant circumstances, including the rights of all parties to have a fair hearing, and the public's interest in having matters heard efficiently and expeditiously.

How quickly the tribunal makes a decision depends on the nature of your file and the information you provided. In most cases, you will receive a response within two-to-five weeks. It may take a little longer where proceedings are being scheduled further into the future.

If the tribunal grants your request, the tribunal will work with you to put in place the appropriate alternate arrangement, which may be different from the arrangement you asked for.

Email this request to the applicable tribunal at:

Animal Care Review Board ACRB.registrar@ontario.ca	Assessment Review Board ARB.registrar@ontario.ca
Child and Family Services Review Board CFSRB@ontario.ca	Custody Review Board CFSRB@ontario.ca
Fire Safety Commission FSCRegistrar@ontario.ca	Human Rights Tribunal of Ontario HRTO.registrar@ontario.ca
Landlord and Tenant Board LTB@ontario.ca	Licence Appeal Tribunal LATregistrar@ontario.ca
Ontario Civilian Police Commission OCPRegistrar@ontario.ca	Ontario Parole Board OPBRegistrar@ontario.ca
Ontario Special Education Tribunal (English) OSET@ontario.ca	Ontario Special Education Tribunal (French) OSET@ontario.ca
Social Benefits Tribunal SBT.registrar@ontario.ca	

OR

Mail this request to the applicable tribunal: 15 Grosvenor Street, Ground Floor, Toronto, ON M7A 2G6

FOR OFFICE USE ONLY:

Accommodation decided by:

Request approved? Yes No

Decision / Reasons:

Collection of Information

If your request for accommodation can be resolved without an adjudicative decision, this form will not be included in the tribunal's record of proceeding. That means in most cases it cannot be viewed by the other parties during the proceeding or by the public. However, it is possible that it may be disclosed in accordance with the [Freedom of Information and Protection of Privacy Act](#) (FIPPA). FIPPA sets out procedures for making requests, establishes timelines for responses, and outlines exemptions to the right of access.

If your request for accommodation requires an adjudicative decision to be resolved, this form and records 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 make a motion to the tribunal requesting a confidentiality order.