



TRIBUNAL DES DROITS DE LA PERSONNE

Directive for the Electronic Filing of Authorities

In order to facilitate the work of the Tribunal des droits de la personne and improve its efficiency, while contributing to the modernisation of and accessibility to the justice system, the parties are strongly encouraged to file an electronic version of their authorities.

SUBJECT AND SCOPE

1. This directive establishes the rules for the filing of the electronic version of authorities.
2. The parties must agree on how to send the authorities to each other.

TERMS FOR FILING THE AUTHORITIES BY EMAIL

3. The party who intends to transmit the electronic version of his list of authorities must send it to the Tribunal in PDF format, no later than three working days prior to the hearing, at the following email address: greffe.tribunal.personne@judex.qc.ca. The party must also file five paper copies of his list on the day of the hearing.
4. For each authority on the list, the party must:
 - a. Mention the complete reference of legislative, jurisprudential or doctrinal authority, as well as the relevant sections, paragraphs or pages;
 - b. In the electronic version of the list, insert a hyperlink to a free online version of the authority, as well as to the decisions that are included in the Common List of Jurisprudence of the Tribunal des droits de la personne. If no online version of the authority can be consulted free of charge, the party must attach the text in PDF format.

TERMS FOR FILING THE AUTHORITIES ON A USB KEY

5. The party who intends to file the electronic version of his authorities on a USB key must file three copies of the key on the day of the hearing. The party must also file five paper copies of his list of authorities.
6. Each USB key must include:
 - a. The list of authorities, indicating the complete reference of each legislative, jurisprudential or doctrinal authority as well as the relevant sections, paragraphs or pages;
 - b. The text of all of the authorities, in PDF format, including the decisions of the Common List of Jurisprudence of the Tribunal des droits de la personne.

EFFECTIVE DATE

7. This directive comes into force on February 1st, 2019.

The Honourable Ann-Marie Jones,
President of the *Tribunal des droits de la personne*