



At any time after an Application has been filed with the Tribunal, a party may make a Request for an Order during a proceeding by completing this form (Form 10). This form is used for multiple reasons (see list in section 2 on next page).

The Tribunal will determine whether a Request for an Order will be heard in writing or electronically and, where necessary, will set a date for the hearing of the Request. This Request may be heard on the basis of Form 10 alone.

**Follow these steps to make your request:**

1. Fill out this form.
2. All documents you are relying on must be included with this form.
3. Deliver a copy of this form to all parties and any person or organization who has an interest in this Request.
4. If this is a Request for an Order requiring a non-party to provide a report, statement or oral or affidavit evidence in accordance with Rule 1.7 (q), this Form 10 must be delivered to the non-party in addition to the other parties in the proceeding.
5. Complete a Statement of Delivery (Form 23).
6. File the Form 10 and Form 23 with the Tribunal.

**Information for all parties and any person or organization who receives a copy of this Request**

You may respond to this Request for an Order by completing a Response to a Request for an Order During Proceedings (Form 11).

Download forms from the Tribunal's web site  
contact us:

If you need an accessible format,

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:

**Application Information**

Tribunal File Number:	
Name of Applicant:	
Name of Each Respondent:	

**1. Your contact information (person or organization making this 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. Please check the item you are requesting:**

- |   |  |
|---|--|
| <input type="checkbox"/> Request to consolidate or have applications heard together | <input type="checkbox"/> Request extension of time                         |
| <input type="checkbox"/> Request to add a party                                     | <input type="checkbox"/> Request to reschedule                             |
| <input type="checkbox"/> Request to amend Application or Response                   | <input type="checkbox"/> Request for production of documents               |
| <input type="checkbox"/> Request to defer Application                               | <input type="checkbox"/> Request for an exemption from mandatory mediation |
| <input type="checkbox"/> Request to adjourn   | <input type="checkbox"/> Other, please explain:                            |
| <input type="checkbox"/> Request to re-activate deferred Application                |  |
- \_\_\_\_\_

**3. Please describe the order requested in detail.**

**4. What are the reasons for the Request, including any facts relied on and submissions in support of the Request?**

**5. Do the other parties consent to your Request?**

☐ Yes      ☐ No      ☐ Don't know

**6. If you are requesting production of a Document(s), please explain if you have already requested the document and any response you have received. You must attach a copy of your written Request for the Document(s) and the Responding Party's Response, if any.**

**7. If you are relying on any documents in this Request, please list below and attach. You must include all the documents you are relying on.**

## 8. 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.

Name:

Signature:

Date: (dd/mm/yyyy)

☐ Please check this box if you are filing your request electronically. This represents your signature. You must fill in the date, above.

### 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](mailto:HRTO.registrar@ontario.ca) or at 416-326-1312 or 1-866-598-0322 (toll-free).