



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  
a paper copy or accessible format, contact us:

If you need

Human Rights Tribunal of Ontario  
655 Bay Street, 14th floor  
Toronto, Ontario M7A 2A3

Phone: 416-326-1312 Toll-free: 1-866-598-0322  
Fax: 416-326-2199 Toll-free: 1-866-355-6099  
TTY: 416-326-2027 Toll-free: 1-866-607-1240  
Email:



<b>Application Information</b>	
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:	LSUC No. (if applicable)
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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.**

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**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.

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:

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.)