



## **How to Request an Accommodation for your Hearing**

Accommodations are arrangements to allow everyone, regardless of their abilities, to participate fully in the tribunal process.

The tribunal will review your request and make a decision based on the information you provide.

### **How to apply**

Complete the [Accommodation Request](#) form and provide as much detail as you can about your request for accommodation for your upcoming hearing.

All decisions are based on the information and/or details that you provide.

### **Descriptions in the form**

#### **Part A: General Application/Appeal Information**

- Applicable Tribunal – the tribunal that you are requesting the accommodation from.
- File Number – the number the tribunal uses to identify your case, file and/or appeal.
- Date of Request – the date that you are completing this form.
- Date of Scheduled Hearing – the day that your hearing is currently scheduled for. If a date has not been scheduled, leave this space blank.
- Format of Hearing – the format of the scheduled hearing. If a hearing has not yet been scheduled leave this space blank.

#### **Part B: Accommodation Request Details**

- This section allows you to explain and provide details of why you are making this request. Provide as much information as you can to ensure that the tribunal has a complete understanding of your request and why you are making this request.
- Attach any supporting documents or information with your completed form.



# Tribunals Ontario

---

## Tribunaux décisionnels Ontario

### How to submit the form

You can email or mail your form.

Email your completed form and supporting documents to the tribunal. The email address for your tribunal is included in the form.

Mail your completed form and supporting documents to:

Tribunals Ontario  
15 Grosvenor Street  
Ground Floor  
Toronto, Ontario  
M7A 2G6

### After you submit your form

If your form is complete and the tribunal has all the information they need, the tribunal will review your request and issue a decision.

The timeline for a response can be different for everyone. It depends on your file and information provided. In most cases, you will receive a response within two to five weeks, however it may take a little longer at boards where hearings are being scheduled further into the future.

### Learn More

Tribunals Ontario [Practice Direction on Hearing Formats](#)

Tribunals Ontario [Accessibility and Accommodation Policy](#)