



Tribunals Ontario

Licence Appeal Tribunal

LAT AABS e-File Instructions and Naming Convention

This guide is to assist you with submitting digital documents directly into your Automobile Accident Benefits Service file via e-File. To log into e-File, use the LAT AABS file number as your username (example: 20-003990) and the date of accident/loss as the password. When uploading documents, please select the correct corresponding Document Type shell from the drop-down menu.

Before uploading your digital documents, please ensure you adhere to the following:

- Maximum length of file name is 30 characters (including the extension i.e. ".PDF")
- File name can only contain letters, numbers, spaces, underscores, periods, apostrophes, hyphens and French characters (No special characters)
- Attachments must not exceed 35 MB, and they must be in one of the following file formats: Word, Excel, PDF, JPEG or Tiff format
- File names must be descriptive to assist the Member when reviewing submitted digital documents

Please note from the below that [AR or RR] stands for Applicant Rep. or Respondent Rep.

Example: Case Conference Summary from Applicant Rep. = CCS AR.PDF (see below chart)

LAT AABS e-File Document Submission Naming Conventions

AABS Forms:	Naming Convention for Upload:
Case Conference Summary	CCS [AR <u>or</u> RR]
Representing Minors and Mentally Incapable Persons	Guardian Rep Minors <u>or</u> MI
Certificate of Service	CoS [Document Name] [AR <u>or</u> RR]
Declaration of Representative	DoR [AR <u>or</u> RR]
Notice of Motion	NoM [AR <u>or</u> RR]
Summons to Witness	Summons Req [AR <u>or</u> RR]
Notice of Withdrawal	NoW <u>or</u> Withdrawal
Request for an Adjournment	Adj Req [AR <u>or</u> RR]
Acknowledgement of Expert's Duty	Ack Expert Duty [AR <u>or</u> RR]

Other Documents (not AABS forms):	Naming Convention for Upload:
Submissions	Submission [AR <u>or</u> RR]
Responding Submissions (Written Hearing)	Reply Subs [AR <u>or</u> RR]
Denial Letters (no AABS form)	Denial Letter
Expert Report	Expert Report [AR <u>or</u> RR]
Medical Report	Medical Report [AR <u>or</u> RR]
Response to Notice of Motion (no AABS form)	NoM Response [AR <u>or</u> RR]
Treatment and Assessment Plan	Treat and Assess Plan
Schedule/Appendix	Schedule/Appendix [sub sections]
Other	Use descriptive file name



LAT AABS e-File Options

3 options are available to e-File with LAT AABS:

- Create a new LAT AABS file
- File a Response to an existing LAT AABS file
- Submit Digital Documents to an existing LAT AABS file

To “Start a new AABS Application” or “Respond to an existing AABS Application”, click the corresponding button and follow the instructions.

I am (or representing) an Injured Person

Start a new AABS Application

Respond to an existing AABS Application

I am (or representing) an Insurance Company

Start a new AABS Application

Respond to an existing AABS Application

Submit documents to an existing AABS Application

Submit Documents

Overview of the e-File Application Process:

Step 1 & 2:

- Fill in the case related information

Step 3:

- Upload supporting documents (e.g. denial letters)

Step 4:

- Review and acknowledge your application

Step 5:

- Save a PDF copy of your application
- Pay the filing fee
- Submit the application to AABS
- Save or print the Confirmation Page

Step 6:

- Serve a copy of the application (download in Step 5) to the Respondent and their representative
Send a completed Certificate of Service to AABS



How to Upload Digital Documents via e-File:

The following instructions will outline the steps to upload digital documents. To begin your e-File session, select the “Submit Documents” button:

[Submit documents to an existing AABS Application](#)

Submit Documents

Step 1: Confirm File Number and Accident Date

To log into e-File, you will need:

- LAT AABS file number as your username (Example: 20-003990)
- Date of Loss/Accident (use calendar applet to select date)

Tribunal File Number* - /AABS 

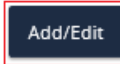
Date of the Accident*  

Step 2: General Information

Fill in “Party Identification” (*mandatory fields).

Note: To update the “Mailing Address” field you will need to select the “Add/Edit” button and perform a Canada Post postal code search and confirmation.

Mailing Address *





Enter your postal code or your law firm's and click "Search", then select the correct address from the search results.

Enter the address number into the "Street Number" field (the remaining "Address Details" fields will prepopulate from your search result selection). Click "Continue".

Address

Select Country

Country * Canada

Search by postal code

Postal Code * M7A 2S8

Search

Select the applicable address from the list below

(If the address is not listed below, please click on "Address not listed" to manually enter the address.)

☒ 25 GROSVENOR ST 17TH TORONTO ON

Address Not Listed

Address Details

Street Number * 25

Street Name * GROSVENOR

Street Type * ST

Step 3: Documents

Click the "Add Document" button and choose the document type from the drop down "Select Document Type" menu. When uploading documents, please select the correct corresponding Document Type shell from the drop-down menu.

- Select Document Type
- Response By an Insurance Company
 - Case Conference Summary
 - Affidavit
 - Request To Change Hearing
 - Jurisdictional Issue Challenge
 - Post Hearing Submissions
 - Motion Submissions
 - Treatment And Assessment Plan
 - Schedule/Appendix
 - Recon Request
 - Other
 - Request For Interpreter
 - Request For Accommodation
 - Submissions
 - Book Of Authorities
 - Book Of Documents
 - Request Expedited Hearing or Case Conference
 - Recon Request Submissions
 - Expert Report
 - Notice Of Motion
 - Recon Request Submissions
 - Respondent
 - Appeal
 - Medical Report
 - Response By Injured Party
 - Represent Minor/Mentally Incapable
 - Denial Letter
 - Notice Of Withdrawal
 - Certificate Of Service
 - Declaration Of Representative
 - Request For an Adjournment
 - Summons To a Witness



Click the “Browse” button and select the document to be uploaded to the file. To upload additional documents, click the “Add document” button and follow the same steps outlined above.

The screenshot shows a web interface for uploading documents. At the top, it says 'Step 3: Documents'. Below that is a section titled 'Upload Documents'. A bullet point states: 'All attachments must not exceed 35 MB, and they must be in one of the following file formats: Word, Excel, PDF, JPEG or TIFF format.' To the right of this text is a small circular help icon with a question mark. Below the text, it says 'Uploaded documents: 0 MB of 35 MB'. There is a large, light gray rectangular area for document uploads. At the bottom left of this area is a dark gray button labeled 'Add document'. At the bottom of the interface, there are three buttons: 'Cancel' (underlined), 'Previous' (underlined), and 'Continue' (solid dark blue).

Selecting the correct Document Type from the drop down is important because the documents you upload will be listed under the document type you selected in our case management system and will assist the Member when reviewing your file. Please ensure you use the established naming convention for the files you upload.

As you add documents, the combined file size total will be displayed up to a total of 35 MB.

Once you have finished uploading your documents, click the “Continue” button. Confirm and complete the mandatory fields and certify that within 5 days, you will serve a copy of the e-Filed documents to all other parties and will serve the Tribunal with a completed Certificate of Service as proof of service of the documents.

Blank ‘Certificate of Service’ forms are available on the Tribunal’s website at:
<https://tribunalsontario.ca/lat/automobile-accident-benefits-service/forms/>

After clicking the “Submit” button your documents will be submitted directly into your file. Once submitted, you can download and save a PDF of the “Document Submission – Confirmation” form called “e-File_Sub_Receipt”. This document will list the details of the person that performed the e-File document submission session and the details of what files were uploaded to the file.



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If you have any questions or require support, please contact the Tribunal for assistance at LATRegistrar@ontario.ca.