

The Reply to Notification Form



The Reply

The Reply to Notification form (The Reply) provides an opportunity for the Respondents to tell their story as described in Part 4 of the Notification. The Tribunal needs detailed information from all parties named in the Notification to make decisions about the merit of the Notification.

All information and supporting documents that you provide will not be disclosed to the public by the Tribunal before any Hearing. The Reply will be sent to all other Parties listed in the Notification.

It is very important to print or write clearly. Any completed forms that are unreadable will be returned. Write the information in the space provided or on the reverse side of the pages provided.

COMMUNICATION

Check which language(s) you would like to use. This will assist the Tribunal in providing translation of materials and proceedings.

Part 1: Respondent Contact Information

Respondent mailing address and phone number are necessary information. It is the responsibility of the Respondent to contact the Tribunal office if any contact information changes (Rule 16.1).

Part 2: Details of the Event

This is the most important part of the Reply. Provide as much detail as possible. Review the information given in Part 4 of the Notification.

- 2.1 This information provided gives you, the Respondent, the opportunity to tell your side of the events described by the Applicant in Part 4.1 of the Notification. Give as much detail as possible. Start at the beginning and work your way through the course of events.
- 2.2 Provide detailed information about the people who may have witnessed what happened. Describe what role they played in the events.

- 2.3 Provide details about conversations or actions occurred. Try to write exactly what was said. Use quotation marks to show words that the person said, for example: *Bill (the Respondent): "We do not give hotel rooms to people living in this community."* *Amie (the Applicant): "I have no place to go for the night and I am afraid to go home."*
- 2.4 Did you or anyone else try to help, or to resolve this problem before you contacted the Human Rights Tribunal Office? The Tribunal need to know if you have tried to resolve this matter. Describe any attempts that you may have made.

Part 3: Settlement

- 3.1 Provide details as to how you want to settle this matter. Refer to section 4.1 of the Notification.
- 3.2 Identify any person you may want to assist you in this matter. If you are considering contacting legal counsel provide contact information for your legal counsel.

Part 4: Documents and Records

If you have anything in writing that supports what you said in Part 4, you may attach those documents to the completed application form. Examples of such records are letters, records of employment, memos, or notices. Provide a list of supporting documents that are being sent with the Application.

Note that the Tribunal will not accept more than 20 pages of supporting documents with a Notification (Rule 6.2). You may, however, describe and refer to these documents in completing the details of the Notification. All documentation sent with the Notification will not be returned.

Part 5: Verification and Consent

Sign and date the Notification. If your Notification was translated or recorded for you, the document should be signed by that person. Unsigned applications will be returned.

Completed Notifications can be faxed or e-mailed to the Tribunal Office. However, confidentiality of e-mails can not be guaranteed.

Fax: 1.888.220.1011

Email: nunavuthumanrights@gov.nu.ca

The original copy must be sent by registered mail to the following address:

Nunavut Human Rights Tribunal Office

PO Box 15

Coral Harbour, NU X0C 0C0

All information contained in your Notification is strictly confidential. There is no cost to file a Notification.

You should review the *Nunavut Human Right Act* and the Nunavut Human Rights Tribunal Rules of Procedure for additional information. The two documents are included in the Reply to Notification form.

