



Licence Appeal Tribunal
15 Grosvenor Street, Ground Floor
Toronto, ON M7A 2G6
Telephone: 416-326-1356
Toll Free: 1-888-444-0240
TTY: 1-800-855-0511
Email: LATregistrar@ontario.ca
Website: tribunalsontario.ca/lat

Important Information

- In accordance with Rule 20.4, at least 10 days before a case conference, each party must file a case conference summary in such form as required by the Tribunal. The case conference summary must also be served on the other parties.
- In accordance with Rule 20.5, parties should exchange settlement offers in advance of the case conference and be prepared to discuss settlement at the case conference. Written offers for settlement must not be filed with the Tribunal.
- See Rules 9, 14 and 20 of the [Licence Appeal Tribunal Rules, 2023](#).

Date of Scheduled Case Conference (yyyy/mm/dd):

Tribunal File Number:

Applicant:

Respondent:

In the matter of an application for Dispute Resolution pursuant to subsection 280(2) of the *Insurance Act*, RSO 1990, c I.8., in relation to statutory accident benefits

BETWEEN:

Applicant

- and -

Respondent

You are the: Applicant Respondent

Last Name:

First Name:

Middle Initial:

Address: Street No. and Name, Unit No.

City:

Province/State:

Postal Code/Zip:

Country:

Email Address:

Telephone Number:

Representative's Name and Contact Information (if represented):

Last Name:	First Name:	Middle Initial:	
Address: Street No. and Name, Unit No.			
City:	Province/State:	Postal Code/Zip:	Country:
Email Address:		Telephone Number:	

As set out in Rules 14.2 and 20.4, the case conference summary shall include the following information. If a party does not file a case conference summary in compliance with Rule 20.4, the Tribunal may take into account the party's non-compliance when making orders and directions under Rule 14.1 and considering motions for productions under Rule 9 filed by the party after the case conference.

Attach additional pages if you need more space.

Issues

Identify any preliminary issue(s) the party intends to raise:

Identify any issue(s) the party is seeking to add to the appeal, and whether the responding parties agree to add the issue(s):

Documents & Things

List documents and things in the party's possession which the party intends to rely on at the hearing:

Have these documents and things been provided to or made available for inspection by the other parties? If yes, indicate when and how this was done:

List documents and things that the party is seeking from other parties:

List documents and things the party is seeking from non-parties:

Productions

List any requests for production orders:

Witnesses

List anticipated witnesses, including expert witnesses, that the party intends to call at an electronic or in-person hearing. Include a brief description of each witness' anticipated testimony:

Provide an explanation of the necessity of calling more than two expert witnesses, if the party seeks to call more than two such experts:

Hearing

The hearing format will be determined by the member conducting the case conference. The Tribunal may hold in-person, electronic, and written hearings, or any combination thereof, as it considers appropriate (Rule 12.1 *Licence Appeal Tribunal Rules, 2023*; *Statutory Powers Procedure Act*, ss. 5.1(1), 5.2(1), 5.2.1).

Indicate the party's preference of hearing format, with reasons for the preference:

French Language

Indicate if the party is requesting all or part of the hearing to proceed in French:

Interpretation

Indicate if the party or any of their proposed witnesses require interpretation for all or part of the hearing:

If yes, indicate the required language/dialect:

Rule 9.3 sets out the rules if a party fails to comply with any Rule, direction or order with respect to disclosure, exchange or production of documents or things, or witness lists. That party may not rely on the document or thing as evidence or call a witness who is not included on a witness list filed in compliance with the Rules, without permission of the Tribunal.

If the party and/or their representative requires any accommodations (including *Human Rights Code* accommodations), please complete and submit a Tribunals Ontario [Accommodation Request](#) form.

I, _____ certify that the information set forth above is accurate and complete as of this date.

Signature

Date (yyyy/mm/dd)

For additional information, please visit the Licence Appeal Tribunal's website at: tribunalsontario.ca/lat or call the Licence Appeal Tribunal at 416-326-1356 or toll-free at 1-888-444-0240. If you are using a TTY device you can call the Tribunal TTY toll-free at 1-800-855-0511.

The Licence Appeal Tribunal collects the personal information requested on this form under section 3 of the *Licence Appeal Tribunal Act, 1999* and under the *Insurance Act*. This information will be used in the dispute resolution process for accident benefits. After an appeal is filed, all information may become available to the public. Any questions about this collection may be directed to the Licence Appeal Tribunal at 416-326-1356 or toll-free at 1-888-444-0240.