



Licence Appeal Tribunal  
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**Important Information**

- Pursuant to [Rule 9.4](#) of the *Licence Appeal Tribunal Rules* (link to [Practice Direction](#) & [Rule 9](#)), parties participating in a LAT-AABS electronic or in-person hearing must complete this form and serve it on the other parties.
- Please note the form should not be filed for motion hearings, written hearings, or any LAT-GS hearing.

**Applicant**

Last Name	First Name
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**Respondent**

Last Name	First Name
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Tribunal File Number	Date(s) of Hearing (yyyy/mm/dd)	Date(s) of Hearing (yyyy/mm/dd)
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- I am the:**
- Applicant                       Applicant's Representative
- Respondent                       Respondent's Representative

**By checking these boxes, I confirm that I have:**

- Filed with the Tribunal and served on the other parties a finalized list of the witnesses I intend to call at the hearing.
- Filed with the Tribunal and exchanged with the other parties will say statements for each witness I intend to call at the hearing, and the estimated time needed for each witness to testify.
- Completed my disclosure, filing, and service obligations for expert witnesses under Rule 10, including any challenges to the other parties' expert witnesses.
- Filed with the Tribunal and exchanged with the other parties a PDF copy of a brief with all of the evidence and authorities I intend to rely upon at the hearing. This brief is indexed, tabbed and consecutively page numbered.
- Informed the Tribunal whether an interpreter is required for the hearing / part of the hearing.

Signature of Party or Representative	Date signed (yyyy/mm/dd)
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All information related to the proceeding may become publicly available in a tribunal decision, order or other document, in accordance with Tribunals Ontario's [Access to Records Policy](#) and the *Tribunal Adjudicative Records Act*, 2019. Parties wanting records or information to remain confidential must seek a confidentiality order from the adjudicator. If you have questions about confidentiality orders or access to records, please contact the Licence Appeal Tribunal at 416-326-1356 or toll-free at 1-888-444-0240.