

IMPORTANT

Your motion must contain the information requested below and be accompanied by certain documents and, as the case may be, payment for fees.

The masculine used in this form refers to both men and women.

1 Applicant identification (Please notify us about any change)

Person	OR	Company
<p>Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> _____ <small>Family name (in block letters) First name (in block letters)</small></p> <p>Address _____ <small>Number Street Apartment</small></p> <p>_____ <small>Municipality Province Postal code</small></p> <p>Telephone _____ <small>Area code Home Area code Work Extension</small></p> <p>Fax _____ <small>Date of birth</small> _____ <small>Area code Year Month Day</small></p> <p>Email Address _____</p>		<p>_____ <small>Company name (in block letters)</small></p> <p>Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> _____ <small>Family name of contact person (in block letters) First name (in block letters)</small></p> <p>Address _____ <small>Number Street Suite</small></p> <p>_____ <small>Municipality Province Postal code</small></p> <p>Telephone _____ <small>Area code Work Extension Area code Home</small></p> <p>Fax _____ <small>Area code</small></p> <p>Email Address _____</p>
<p>2nd applicant (if any). Please attach a sheet of paper with your coordinates.</p>		

Lawyer or other representative (if any)

Lawyer _____
Family name of person or name of firm (in block letters) First name (in block letters) Email Address

Other representative (see reverse)

Address _____ Telephone _____
Number Street Suite Area code Work Extension Area code Home

_____ Fax _____
Municipality Province Postal code Area code

2 Presentation of the motion

ATTACH A COPY OF THE DECISION RECEIVED FROM THE GOVERNMENT DEPARTMENT OR PUBLIC ORGANIZATION WHICH YOU ARE CONTESTING (OR DOCUMENTS PERTAINING TO THE EVENT).
 In matters of *municipal taxation*, attach a copy of your request for revision and the evaluator's response, if any.

Indicate the name of the government department or public organization whose decision you are contesting or who is responsible for the event.

Number of department's or organization's file (if any) _____ Date of the decision or event _____
Year Month Day

3 Object and grounds

Provide a brief explanation of the grounds for your proceedings and the conclusions sought (if you need more space, attach another sheet of paper).

4 Signature of applicant (or of his lawyer or representative)

Signed at _____
Year Month Day

Signature _____

Signature (2nd applicant, if any) _____

5 Space reserved for administrative purposes

Secretariat of the Tribunal administratif du Québec Small Claims Division registry



Municipality _____ Date motion filed _____
Year Month Day

Fees \$ _____ Receipt number _____ Date of payment _____
Year Month Day

To be corrected by the administration, if necessary

Fees \$ _____ Receipt number _____ Date of payment _____
Year Month Day

6 Fee payment method (as required) DETACHABLE SECTION FOR ADMINISTRATION

<p>A <input type="checkbox"/> Cash } Only at counter</p> <p>B <input type="checkbox"/> Debit card }</p> <p>C <input type="checkbox"/> Cheque } Payable to the Tribunal administratif du Québec</p> <p>D <input type="checkbox"/> Postal money order }</p>	<p>E <input type="checkbox"/> Credit card Number _____</p> <p><input type="checkbox"/>  _____</p> <p><input type="checkbox"/>  _____</p> <p>Expiry date _____ <small>Month Year</small></p> <p>Signature of credit card holder required _____ Name of holder (in block letters) _____</p>
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IMPORTANT INFORMATION ⁽¹⁾

AN INDEPENDENT TRIBUNAL

The Tribunal administratif du Québec is the tribunal that has been designated to hear and render decisions with respect to the proceedings an individual exercises against a decision made by certain government departments or public organizations in social, economic and real estate matters as well as those that concern the territory and the environment.

DECISIONS THAT CAN BE CONTESTED AND DEADLINES

More than one hundred types of decisions can be contested before the Tribunal administratif du Québec. When you receive a decision from a government department or public organization, it will indicate whether you can appeal it before the Tribunal and will generally indicate the time available to you. **If this information is not provided, do not wait to ask the government department or public organization in question to provide it or contact the Tribunal Secretariat at the coordinates indicated at the bottom of this page.**

As a general rule, the following deadlines apply:

- You have 60 days to institute proceedings before the Social Affairs Section.
- You have 30 days if your proceedings concerns another section (Real Estate Section, Economic Affairs Section, and Territory and Environment Section).
- In matters of compensation and benefits, if the government department or public organization does not render a decision following your request for a review within the time frame provided (generally 90 days), you can petition the Tribunal for proceedings after that time has expired.

Make sure you are clearly informed about the possibility of petitioning the Tribunal administratif du Québec for proceedings and the deadlines to be respected.

LAWYER OR OTHER REPRESENTATIVE (section 1)

In this part of section 1, identify the lawyer who will represent you before the Tribunal, if you have one. He may sign the form in your place (section 4).

In matters of rescuers and crime victim's compensation, a person other than a lawyer may represent you, as long as that person has not been declared ineligible, stricken or suspended from a professional order. In matters of immigration, a person other than a lawyer (a relative or a non-profit organization devoted to the defense or interests of immigrants) may, exceptionally, represent you if you are unable to be present given the fact that you are not in Québec. This representative must be mandated in writing and may sign the form in your place (section 4).

FEE PAYMENT METHOD (section 6)

Certain types of proceedings incur fees that must be paid when the motion is filed. For information about the proceedings when fees are required and the amount of such fees, contact the Tribunal Secretariat or consult our Internet site under *Filing a proceeding/How to file a proceeding*. Please note that there are no fees for proceedings that come under the jurisdiction of the Social Affairs Section (ex: automobile insurance, income security).

Payment in cash or by debit card is accepted when you go to the Tribunal Secretariat or the registry of the Small Claims Division at a court. Do not send cash by mail.

HOW TO FILE A MOTION

You should:

- Submit a written motion to the Tribunal administratif du Québec. We suggest that you use this form. Otherwise, make sure that your written motion contains all of the information required. In matters of municipal taxation, a separate motion must be completed for each evaluation unit or each business. Keep a copy of each document submitted.
- Along with the original, enclose your payment for the fees, if any, or provide the information requested to make your payment by credit card. Only Mastercard and Visa credit cards are accepted (section 6, box E).
- Attach the document indicated in section 2.
- Submit your motion to the Tribunal Secretariat or the registry of the Small Claims Division of a court. You can also submit your motion by mail or by fax to one of the addresses indicated below. If you submit your form by fax and fees are required, you must pay them by credit card and complete box E of section 6.

If you submit your motion by mail, be aware that it is presumed to be filed at the Tribunal on the day indicated on the postal stamp.

**If you feel that you have a handicap that limits your access to the Tribunal's hearings and conciliation sessions, contact one of the offices below as soon as possible to notify us.
In as much as possible, we will implement the necessary accommodations.**

QUÉBEC : Tribunal administratif du Québec
Secretariat
575, rue Jacques-Parizeau RC.10
Québec (Québec) G1R 5R4
Fax: 418 643-5335

MONTRÉAL : Tribunal administratif du Québec
Secretariat
500, boul. René-Lévesque, 21st floor
Montréal (Québec) H2Z 1W7
Fax: 514 873-8288

Our offices are open Monday through Friday, from 8:30 a.m. to 4:30 p.m.

For more information:

INTERNET
www.taq.gouv.qc.ca

QUÉBEC
418 643-3418

MONTRÉAL
514 873-7154

ELSEWHERE IN QUÉBEC
1 800 567-0278 (toll-free)

⁽¹⁾ This information is provided solely as a guide. For further details, refer to the relevant laws and regulations.