

## About this guide

More and more people go to court without a lawyer. That's why the Québec Bar Foundation has prepared guides called How to prepare for court.

These guides offer information that helps people understand the main steps of the legal process. They also help the reader make informed decisions about the choices they will face.

The information in this guide is only for people who have a case with the Tribunal administratif du Québec (TAQ).

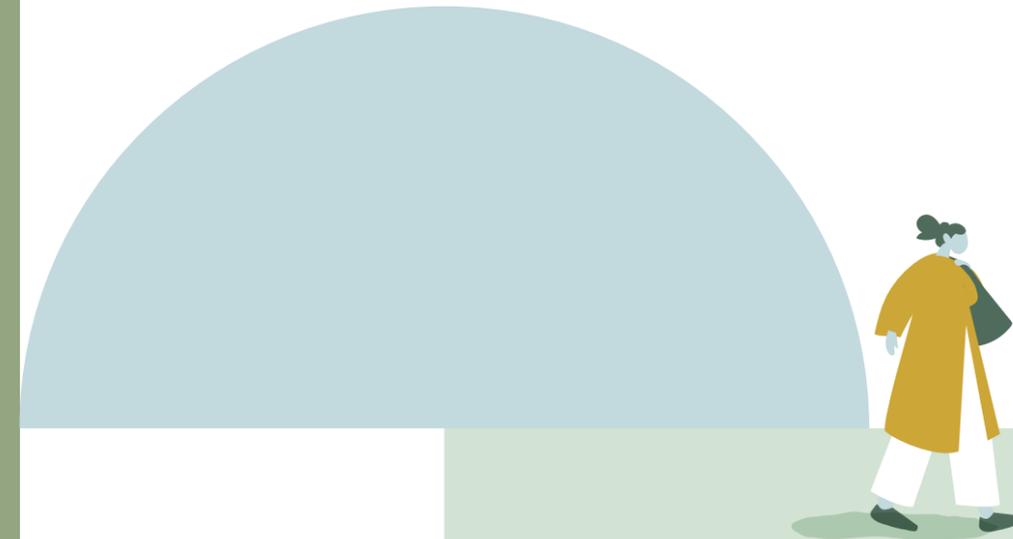
Since 1978, the Foundation has worked for the advancement of law and supported young legal professionals to help create a fairer society.

Primarily funded by private donations, the Foundation can count on the support of its Governors, its donors, its partners and successful fundraisers to accomplish its mission.

Working in a collective spirit, open to the community and attentive to its needs, the Québec Bar Foundation helps unite people and aspires to be at the heart of a legal community committed to the future of law.

To learn more about the Foundation and the free publications it offers, visit its website:

[www.fondationdubarreau.qc.ca](http://www.fondationdubarreau.qc.ca)



This guide is for people who wish to file an appeal with the Tribunal administratif du Québec (TAQ).

To keep things simple, we will usually refer to the Tribunal administratif du Québec simply as the Tribunal. For the same reason, we will sometimes refer to the administrative judges that preside at Tribunal hearings simply as the judge, even though that is not their official title and there may be more than one.

**This guide contains general information about current Québec law and is not meant to provide legal advice or a legal opinion.**

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# A guide that doesn't apply in all cases

## Only for the Tribunal administratif du Québec

This guide is only for cases with the Tribunal administratif du Québec (TAQ).

This Tribunal deals with many situations. For example:

- Compensation for victims of a crime or a traffic accident
- A change to social assistance benefits
- Expropriation of land
- A disagreement regarding municipal taxes
- Land zoned for agriculture
- Suspension or withdrawal of a permit (e.g., alcohol, fishing, private security)

This guide does not apply if your case relates to another area of law, such as:

- Civil law
- Family law
- Criminal law

### **This guide does not apply to other tribunals**

There are many administrative tribunals in Quebec. Each has its own rules and procedures. If your case is with another tribunal, for example the *Tribunal administratif du logement* or the *Tribunal administratif du travail*, you may find another guide more helpful.

You can access these guides for free, as well as all the other guides in the “How to Prepare for Court” collection, on the Foundation’s website: [fondationdubarreau.qc.ca/guides-juridiques](https://fondationdubarreau.qc.ca/guides-juridiques)



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# A specialized tribunal

## Tribunal administratif du Québec

**The Tribunal administratif du Québec (TAQ) is an independent tribunal that settles many disputes between citizens and the state. It's different from a traditional court.**

What makes this Tribunal unique is its multidisciplinary composition.

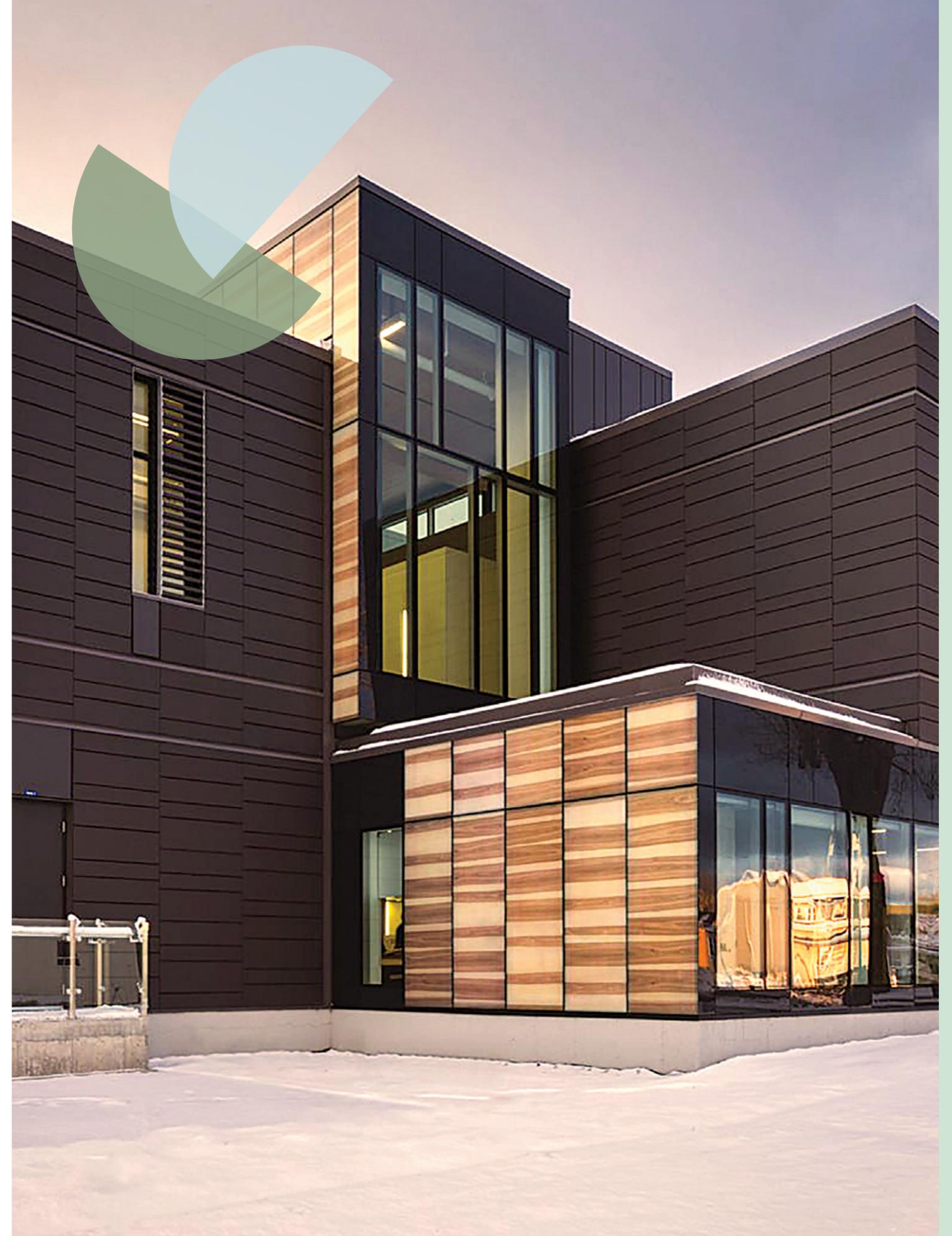
In most cases, your case will be heard by two or three administrative judges:

- One judge will be a lawyer who knows the relevant law.
- One or more judges will be from another field of expertise which depends on the nature of the case.

For example:

- In car insurance cases, a doctor and a lawyer will preside as judges.
- For municipal tax cases, a chartered appraiser will be one of the judges.
- There are three judges for cases with the Commission d'examen des troubles mentaux: a lawyer, a psychiatrist, and a third person who can be a lawyer, a psychiatrist, a psychologist, a social worker, or a doctor.

Having such diverse expertise allows the Tribunal to make fair and nuanced decisions that reflect lived experience.



# Before filing your appeal

**Before filing your application, certain steps can help you better prepare.**

Here are the steps to follow:

- Make sure it's not too late (p.8)
- Look up the law (p.9)
- Ask a lawyer for help... or not (p.10)

## Make sure it's not too late

You must act within the time limit to contest a decision. If you miss the deadline to file your appeal, you could lose your right to make a claim.

Time limits can be short and must be respected. They are set out in:

- the [Act Respecting Administrative Justice](#).
- other laws, depending on the specifics of your case.

### The time limit is often either 30 or 60 days

The deadline depends on the type of case. As a general rule, you have either 30 or 60 days from the moment you receive the decision you want to contest.

This time limit should be specified in the letter informing you of the decision. If not, quickly contact the organization that issued it for this information so you don't miss the deadline.

### How to calculate time limits

- The countdown starts the day after you receive a decision
- The final day is included in the time limit, unless it falls on a Saturday, Sunday, or statutory holiday. In that case, you have until the next working day to file your appeal.
- If you send your appeal by mail, the date on the postmark will be considered the filing date.

### For example

- You receive a decision on August 14, 2025.
- You have 30 days to contest the decision. The 30th day falls on a Saturday (September 13).
- You therefore have until Monday, September 15, 2025 to file your appeal.

### If you miss the deadline

You can still make your application. There will be a hearing to discuss only this delay. At the beginning of this hearing, you must explain:

- why you missed the deadline.
- and why the judge should still hear your case.

The judge must be convinced that:

- you had a reasonable excuse for missing the deadline.
- and that no one will suffer serious consequences if your request is granted.

## Look up the law

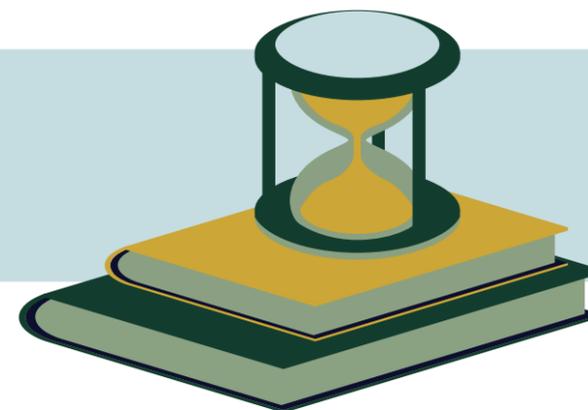
Take the time to learn about the rules and laws that apply to your situation.

This will help you:

- better understand your rights and obligations.
- properly prepare your case from the start.

**Make sure the information you find is reliable, current and valid in Québec.**

Many free legal research tools are available online. To find them, read the guide "How to do your own legal research" on the Info Justice Montréal webpage. It's at the bottom of the page, in the "Guides and tools" section: [info-justice.ca/en/centres/montreal-2](https://info-justice.ca/en/centres/montreal-2)



## Ask a lawyer for help... or not

You can be represented by a lawyer at a Tribunal hearing, but it's not required unless you are acting for a business.

To find out more, go to the French version of the Tribunal website: [taq.gouv.qc.ca](http://taq.gouv.qc.ca):

- Click on "Outils et ressources".
- Select "Outils et publications" in the scrolling menu.
- Then, select "Dépliants et guides".
- Click on the document called "Règles de représentation".

*Please note that this document is only available in French at the time of writing.*

In most cases, only you or a lawyer can speak on your behalf. A close relation such as a friend or parent can't represent you, even if they'd like to help.

There are some exceptions, especially for

- immigration cases
- compensation claims for crime victims
- claims related to rescuers



What if you don't know any lawyers? Groups and associations of lawyers provide referral services by area of law and by region. For more information, consult the "[Referral Services](#)" page on the Barreau du Québec website. You can find it by typing "referral services Barreau du Québec" in a search engine like Google.

Remember that if the other party is represented by a lawyer, you'll have to deal with a professional who knows the appropriate rules of law and procedure. Any information they give you must be correct, but you can't count on their advice or assistance, because their job is to defend the interests of the organization they are representing.

## Too expensive? Options to consider

You might not have enough money for a lawyer. Whether by force or by choice, you can represent yourself before the Tribunal.

In that case, you will have to complete all the procedures yourself, including those explained in this guide.

Rules, procedures and the law can be very complex. It's important to know that:

- the same rules apply to everyone.
- you won't get special treatment, even though you don't have a lawyer.
- you'll have to find out what rules to follow, understand these rules and respect them.

Before concluding that you can't afford a lawyer, consider the following options:

### Free legal information

Did you know you can get free legal information specific to your situation?

Such resources are available throughout Québec. Here are some of them:

- Info Justice: [info-justice.ca/en](http://info-justice.ca/en)
- Clinique juridique du Barreau du Québec: [cliniquejuridiquebarreau.ca/en](http://cliniquejuridiquebarreau.ca/en)
- Boussole juridique (directory of free or low-cost legal resources): [boussolejuridique.ca/en](http://boussolejuridique.ca/en)

To find out more, read the section "Resources to make things clearer" starting on page 60.

## Legal aid

You may qualify for legal aid, which allows you to be represented by a lawyer paid for by the government.

To find out if you are eligible:

- contact your local legal aid office,
- or consult the Commission des services juridiques website at:  
[csj.qc.ca/commission-des-services-juridiques/lang/en](https://csj.qc.ca/commission-des-services-juridiques/lang/en)

## Legal assistance and legal expense insurance

Some home insurance and car insurance policies offer a form of coverage called legal expense insurance. You could be partly reimbursed for your legal fees, depending on your coverage.

In addition, most insurers also offer legal assistance. This service provides an information hotline where lawyers can answer your questions.

Members of some groups or organizations, such as unions, are also sometimes eligible for legal assistance.

Consult the "[Legal Assistance and Legal Expense Insurance](#)" section on the Barreau du Québec website for more information. To find it, type "legal assistance and legal expense insurance" in a search engine like Google.



## A brief consultation or specific mandate with a lawyer

If you're working alone on your case, you can still consult a lawyer, even if only for a few hours.

This can be especially useful at the start of the process, but you can ask for this type of help at any time. If you have a limited budget, choose a moment that will give you the most value for your money.

You can also meet briefly with a lawyer to find out how much it would cost for them to represent or assist you, either for the whole case or a portion.

Talk with a lawyer to find out if it's possible to negotiate their fees. In some cases, a lawyer can agree to work for a flat fee or accept other terms that are helpful for you.

## Referral services

Some referral services offer an initial consultation for free or at a low cost.

You can learn more about these services on the Barreau du Québec website ([barreau.qc.ca/en](https://barreau.qc.ca/en)). Click on "General Public" in the horizontal menu, then on "Need a Lawyer?" in the "Access to Justice" submenu.



## Being represented by someone else

As a general rule, only a lawyer can represent you at a Tribunal hearing.

But in some specific cases, the law allows someone else to represent you, for example, a family member. This person is called a "mandatary".

### When a mandatary is allowed

You can ask a mandatary to act on your behalf before the Social Affairs Division for certain types of cases, for example in applications for compensation for crime victims.

To check if a mandatary can act for you (document in French only):

1. Go to the French version of the TAQ website: [taq.gouv.qc.ca](http://taq.gouv.qc.ca)
2. Open the section « Outils et ressources ».
3. Click on « Guides et dépliants », then on « Règles de représentation devant le Tribunal ».

*Please note that this document is only available in French at the time of writing.*

### Specific immigration cases

At the Social Affairs Division, someone else can represent you in an immigration case if it's not possible for you to come to Québec.

In that case, you can mandate:

- a close relative
- or a non-profit organization that protects the rights of immigrants.

The organization must provide a written and signed authorization stating that the mandate is provided free of charge.

### How?

The person representing you must **give a mandate to the judge**. The mandate is a document that confirms you have authorized them to act on your behalf.

It must be written and signed by you.

**Important: some people are not allowed to represent you.** You can't choose someone to represent you if:

- they have been disbarred by their professional order.
- they have been declared ineligible to practice.
- their right to practice has been limited or suspended.

There is no official form for the mandate, but you can use this template:

I (your full name),  
 domiciled at (your address),  
 authorize (full name of your mandatary),  
 domiciled at (their address)  
 to represent me at the hearing with the Tribunal  
 administratif du Québec concerning the following  
 case(s): \_\_\_\_\_

Signed at (city where you signed the mandate),  
 on (date of the signature).

*Your signature*

# Filing your appeal

Filing an application with the Tribunal involves a few simple but important steps.

You must:

- write your request, officially called a proceeding (p. 16)
- file it and pay any applicable fees (p. 18)

Filing the proceeding marks the start of your case. Once it's received, the TAQ opens your file and begins the next steps in the process. (p. 22)

If you need help, TAQ staff can answer some of your questions. (p. 23)

## Write the appeal

For most requests, you simply have to follow onscreen instructions and fill in the fields of an online form. Follow the steps explained on this Tribunal webpage: "[File an appeal online](#)".

To make sure your request is complete, include the following:

- The decision you are appealing, or the facts justifying your request.
- The date of the decision, as well as the file number given by the department, agency or municipality.
- The reasons for which you are appealing the decision (your arguments).
- What you are requesting. For example, you might want the decision to be changed or cancelled. Be precise and detailed.

### Sign the proceeding

You must:

- sign your appeal, unless you file it online.
- clearly specify:
  - your name and contact information
  - if you have a lawyer, their name and contact information
  - if the law allows another person to represent you, their name and contact information.



### Attach the right document

You must include the following documents when filing your appeal:

- A copy of the decision you are appealing
- All other relevant documents (for example, recent medical reports)

If you don't have all of these documents yet, don't wait to file your appeal. You can send the missing documents to the Tribunal later. However, make sure all your documents are sent no later than 30 days before your hearing.

Keep a copy of everything you send, including the proceeding.



### Everything you write in your request must be true

All the information you give is considered given under oath. This means that you promise to tell the truth.

If you later contradict yourself at the hearing, this could harm your case. In serious cases, lying under oath can be a crime called perjury.

## File your appeal and pay fees

Once everything is complete, you must send your request to the Tribunal. You can do this:

- online (p. 18)
- by mail or fax (p.19)
- in person (p.20)

Fees can apply when you file an appeal. The amount depends on the type of request. It can often be free.

To find out what fees apply, if any, go to the [Tribunal website](#).

- On the homepage, click on “Filing a Proceeding” in the horizontal menu.
- Select “The stages of a proceeding”, then “Legal Costs”.

## Online

You can file your appeal on the Tribunal website, except for expropriation cases or the Commission d’examen des troubles mentaux.

To do so, follow these simple steps:

1. Go to the [Tribunal homepage](#).
2. Click on “Filing a Proceeding” in the horizontal menu.
3. Select “File a proceeding” in the left vertical menu.
4. Click on “File an appeal online” in the right vertical menu.

All the steps will be clearly explained there.

## By mail or fax

If you don’t wish to file online, you can fill out this paper form:

“[Motion Instituting Proceedings](#)”.

How to proceed:

1. Fill out the form on your computer, then print it and sign it.
2. Pay the fees, if any, with a certified check or money order made out to the Tribunal administratif du Québec.
3. Send everything (form, payment and required documents) by mail or fax to one of the addresses listed at the bottom of the form.

Would you prefer to receive this form in the mail?

That’s an option! You can contact the Tribunal or send a short letter to the Tribunal by mail asking for the form.

**To contact the Tribunal:**

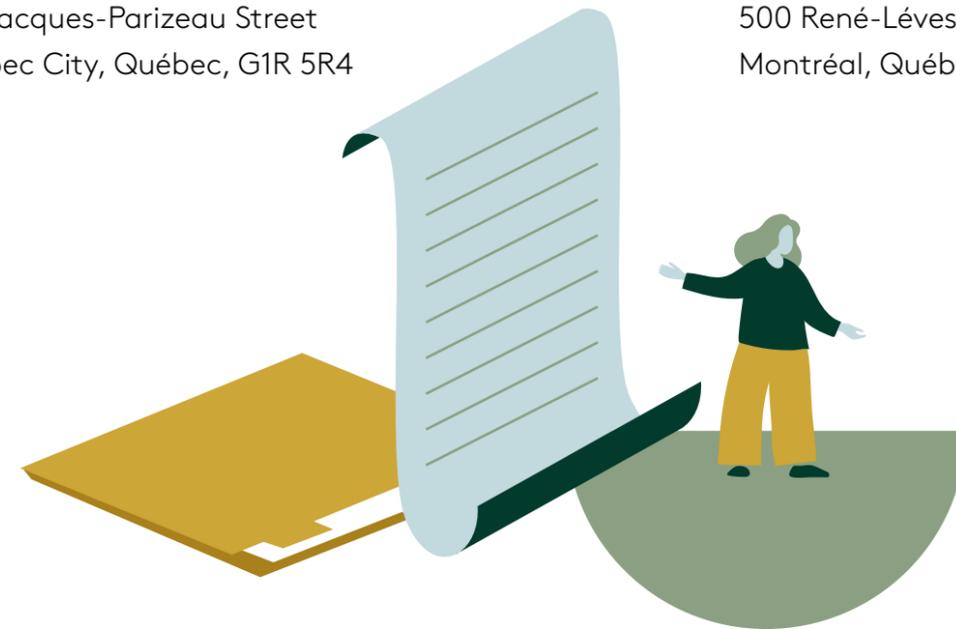
- 1 800 567-0278 (toll-free)
- [tribunal.administratif@taq.gouv.qc.ca](mailto:tribunal.administratif@taq.gouv.qc.ca)

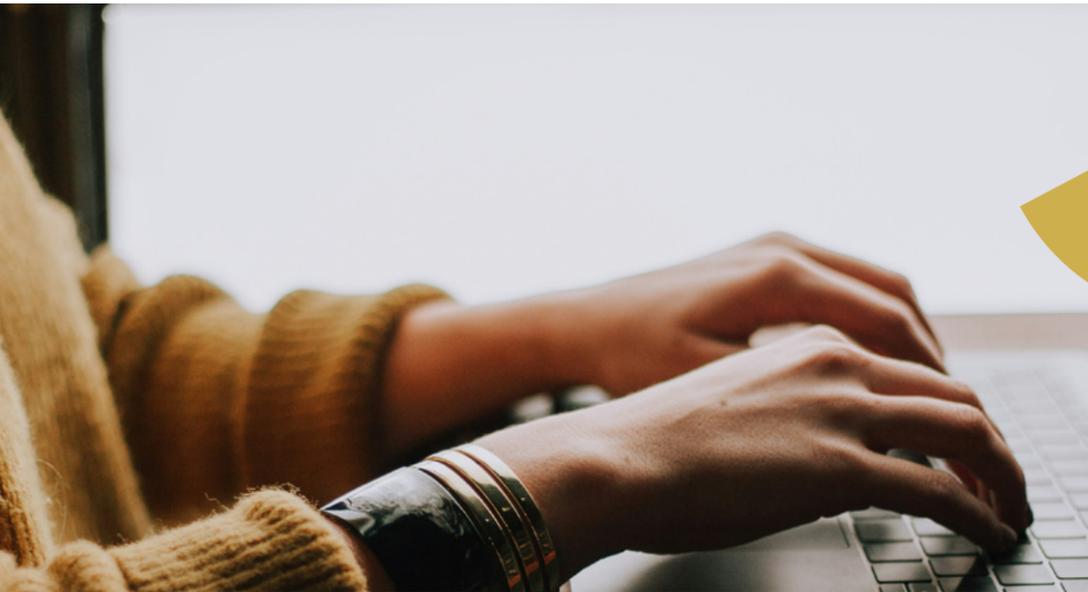
### Québec City

Tribunal administratif du Québec  
Secrétariat  
575 Jacques-Parizeau Street  
Québec City, Québec, G1R 5R4

### Montréal

Tribunal administratif du Québec  
Secrétariat  
500 René-Lévesque Boulevard West  
Montréal, Québec, H2Z 1W7





## In person

### Option 1: You can fill out the form and print it at home

1. Fill out this form online: "[Motion Instituting Proceedings](#)".
2. Print it and sign it.
3. File it in person:
  - at the Secretariat of the Tribunal (in Québec or Montréal),
  - at a court office of the Court of Québec, Small Claims Division, usually located in a courthouse.

### Option 2: What if you don't have access to a printer?

You can get a copy of the form:

- at a Tribunal Secretariat office.
- at a court office of the Court of Québec, Small Claims Division, usually located in a courthouse.

#### Québec City

Tribunal administratif du Québec  
Secrétariat  
575 Jacques-Parizeau Street  
Québec City, Québec, G1R 5R4

#### Montréal

Tribunal administratif du Québec  
Secrétariat  
500 René-Lévesque Boulevard West  
Montréal, Québec, H2Z 1W7



### Respect the deadline to file your request

The deadline to file an appeal depends on the type of case. The time limit is usually either 30 or 60 days.

If you miss this deadline, you might lose your right to appeal.

If you send your appeal by mail, the date on the postmark will be considered the filing date.

To find out more, go to page 8 of this guide.

### It's best to keep a copy of your request

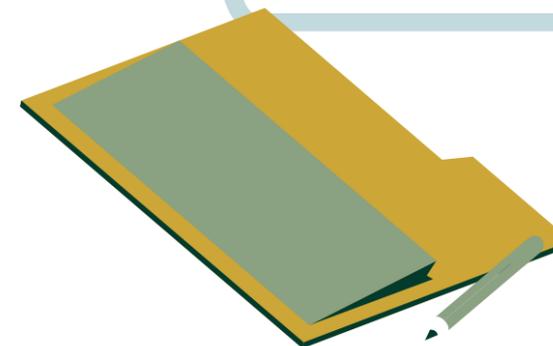
It's important to keep a copy of each document you send to the Tribunal.

### Keep the Tribunal informed if your contact information changes

The Tribunal sends correspondence to the last address on file, including hearing notices (which tell you the date of your hearing).

If you move, change your phone number or change your email, you must inform the Tribunal quickly. Otherwise, the Tribunal might not be able to contact you or send important documents.

For example, if the hearing notice is sent to your old address and you don't show up, a decision could be made in your absence, without your side of the story being heard (this is called an *ex parte* decision).



## When the Tribunal receives your appeal

The Tribunal will confirm receipt and give you a file number. Keep this number handy because you will need it every time you contact the Tribunal.

The Tribunal will then notify the department, agency or municipality whose decision you are contesting and send them a copy of your request.

This organization then has 30 days to send copies of all documents related to your case:

- to you.
- to the Tribunal.

These documents make up your "**administrative file**".

If you don't receive them within the time limit, you can write to the Tribunal to report the delay and ask for the missing documents to be added to your file.

### Exceptions:

- For expropriation cases, there is no administrative file.
- For municipal tax cases, you will receive summary documents, sent by the municipal authority responsible for the assessment.

## Getting information from Tribunal staff members

The role of a Tribunal clerk is limited to giving general information and accepting certain legal documents.

For example, employees can:

- inform you about the forms you might need, the correct way to fill them out, and any related fees.
- explain how to file an application or related legal documents.

Tribunal clerks are not lawyers and have no formal legal training. That's why they are never allowed to:

- recommend a lawyer.
- advise you about proceedings you should file with the Tribunal.
- advise you about what evidence to present or which witnesses should testify.
- give you a legal opinion about your chances.
- give you legal advice about your rights after the Tribunal issues a decision.

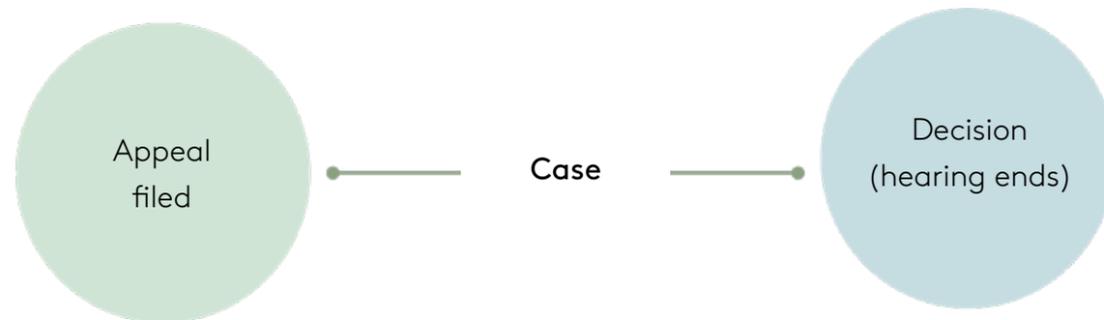
To get legal information, you can consult a lawyer for free from Info Justice ([info-justice.ca/en](http://info-justice.ca/en)).

Do you need advice about your situation? The team at the Barreau du Québec legal clinic can also help you for free ([cliniquejuridiquebarreau.ca/en](http://cliniquejuridiquebarreau.ca/en)).

More free or low-cost resources are available. To find them, see page 60 and the following pages.

# After filing an appeal: the case

The period that starts when you file an appeal and ends when the decision is made is called the "case".



The situation can change during the case. Here are some examples of things that could happen during this period:

- Withdrawal or agreement
- Conciliation.

## Withdrawal or agreement

You might be able to reach an agreement with the other party. You can also choose to withdraw your appeal, putting an end to your request.

### How to proceed?

A model [withdrawal form](#) is available on the Tribunal website:

- Click on the "Tools and Resources Tabs", then select "Forms and access demands" in the left vertical menu: [taq.gouv.qc.ca/en](http://taq.gouv.qc.ca/en)
- Fill out the form and sign it.
- Send it to the Tribunal. Filing a withdrawal automatically puts an end to your appeal.

The Tribunal will let the other party know about the withdrawal unless you withdraw your appeal in their presence at the hearing.

## Conciliation

### What it is

Conciliation can help you settle the case before the hearing. It's done with a judge acting as conciliator, who helps the parties find common ground.

What does this mean in practice? Conciliation can help you:

- communicate with the other party.
- negotiate.
- understand everyone's needs.
- make clear everyone's position on the issues.
- explore solutions that can satisfy everyone.

The ultimate goal of conciliation is to find an agreement that is acceptable to all. If this happens, legal proceedings are over and the case is closed.

But even if you don't come to an agreement, conciliation can help you better understand the situation and properly prepare for the hearing. Holding a conciliation session will not delay your hearing.

### When

As soon as you file your appeal.

Conciliation can be held at any point before the judge issues a decision.

### How

Depending on the specifics of your case, conciliation can be mandatory, automatic, or on demand.

- **Mandatory:** You will be summoned to a conciliation session and must attend.
- **Automatic:** The Tribunal will automatically send you an invitation to a conciliation session. You can decide whether to accept or refuse.
- **On demand:** You can ask the Tribunal for a conciliation session. The Tribunal will ask the other party if they agree to take part.

In all cases, conciliation is free.

## With whom

Conciliation takes place with a judge who serves as **conciliator**.

The conciliator is an administrative judge for the Tribunal who has received training on conciliation. They are neutral and impartial. Their role is to help you discuss the case with a representative of the agency, department or municipality and find solutions. They will make sure discussions are respectful.

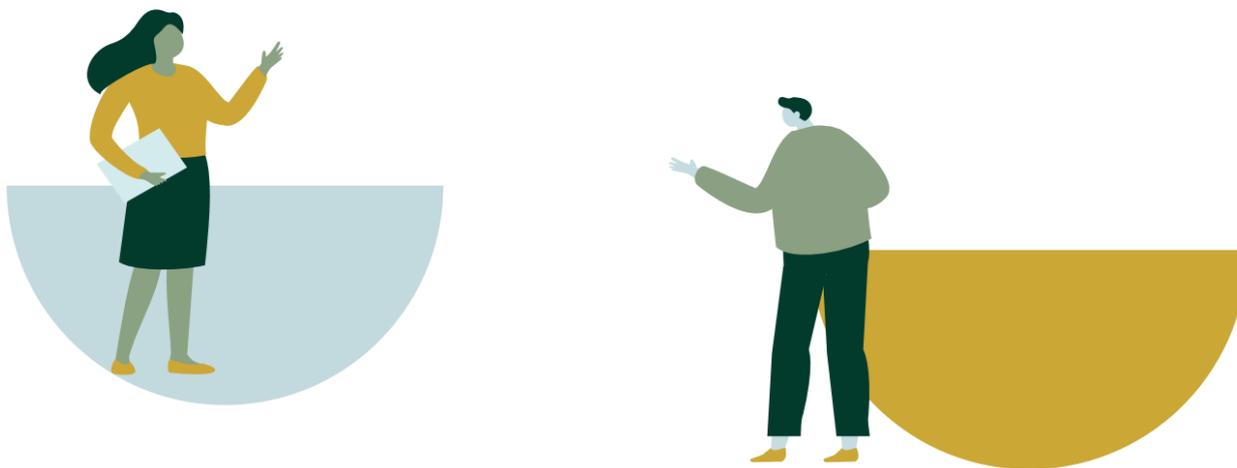
The conciliator can't decide anything related to your case, nor can they evaluate your chances of success.

## Confidentiality

Conciliation takes place in private. Everything that is said or written during a conciliation session is confidential.

If conciliation fails, this means that no information from it can be revealed at the Tribunal hearing or before another court, unless all of the parties agree otherwise.

This also means that the conciliator can't be forced to tell anyone what they heard during conciliation. If conciliation fails and you continue the legal process, the judge who acted as conciliator in your case cannot serve as judge at your hearing.



## Preparing for conciliation

Even if the rules aren't as strict as for a hearing, it's important to properly prepare for a conciliation session. It will be easier to explain your point of view and negotiate.

Here is how to prepare:

- Decide in advance what you consider essential, what you hope for and why you believe you should get it.
  - This isn't just about your legal positions. You should also think about your needs, values and emotions.
  - For example, if you are claiming \$10,000, that is your position.
  - Your needs might be to feel respected, get an apology, have the problems stop, improve long-term relations with the other party, etc.
- Decide how far you are willing to go for a compromise.
- Try to see things from the other party's point of view so you can understand what their demands might be and how you should respond.
- Learn the main legal rules that apply to your situation.

Conciliation can touch on any element you find important. During a conciliation session, you can consider factors that might not be admissible at a hearing, or that the judge might not find essential. For example, this could be a desire to keep things confidential, to maintain a good relationship with the other party, or to get an apology.

## How it takes place

Conciliation sessions can be conducted by videoconference or in person, with all the parties and the judge. They are normally held somewhere near your home.

The Tribunal will notify the parties of the date, time and place of the session.

## How conciliation ends

- **Without an agreement:**

You can end the conciliation session at any time.

If you can't reach an agreement, or if conciliation only helps settle some of the issues, you can still be heard by another judge at a hearing.

- **With an agreement:**

A conciliation agreement is drafted and signed by all the parties and the judge. Make sure that this agreement includes all the points you agreed on, and that you understand all the terms that are used.

This agreement closes the case. It is legally binding and enforceable, which means it carries the same weight as a Tribunal decision.

## To find out more

The [Tribunal website](#) explains conciliation in detail. You will find a lot of useful information there.

For example:

- How to properly prepare
- How conciliation takes place
- How to request a postponement

There's even a [short video](#) that explains conciliation. Take the time to go through this section of the website before your conciliation session. It's a key resource!

To find it, go to [taq.gouv.qc.ca/en](http://taq.gouv.qc.ca/en). Select "Filing a Proceeding" in the horizontal menu, then click on "Conciliation".

You can also contact the Secretariat of the Tribunal administratif du Québec.

### Québec office

Telephone: 418 643-3418

### Montréal office

Telephone: 514 873-7154



# Preparing for the hearing

**Make sure you are well prepared for your hearing. The quality of your preparation can have a direct impact on the outcome of your case.**

Here are some steps to keep in mind before your hearing with the Tribunal.

## Notice of hearing

The Tribunal will send you a letter called a "**notice of hearing**" indicating the date, time and place of your hearing.

As soon as you receive it, you must make sure:

- your case file includes all the documents you will need.
- you have sent all relevant documents to the Tribunal and the other parties.

You must send your documents no later than 30 days before the hearing. This allows the Tribunal to process them in time and add them to your case file.

If you submit them too late, the judge might not have them at the hearing. In that case, you must bring a copy with you to give the judge as needed.

## How to ask for a postponement

What if you aren't available on the date set for your hearing? It's possible to have it put off until later. This is called a request for postponement.

Your written request must include:

- The name of the parties and the Tribunal file number.
- The serious justifications for your request.
- A note stating whether the other parties agree to the postponement.
- Any evidence that justifies your request (for example, a doctor's note when requesting a postponement for health reasons).

You must also send a copy of your request to the other parties.

**Important:** Even if the other parties agree to the postponement, the judge is not required to accept.

### How the judge decides whether to grant postponement

When deciding whether to postpone a hearing, the judge considers several factors, including:

- the nature of the case and the time limits set out by law.
- the complexity of the case.
- the importance of the reasons for a postponement.
- how promptly you made the request.
- potential negative impacts on the other parties.
- how many postponements have already been granted in the case.

The judge will only accept a request if they believe it serves the interests of justice.

### When to make a request

You must submit your request as soon as possible, no later than 45 days before the scheduled hearing date.

### What about late requests?

If you make your request less than 45 days before the hearing, you will have to explain why you couldn't do so before. The judge will review your request in two steps:

- they will first decide if you were justifiably late.
- if they accept your explanation, they will then evaluate your request using the usual criteria listed above.

## Understand the relevant law

You may be convinced you are right, but the judge must base their decision on the law.

That's why it's important to take the time to properly understand the laws and regulations that apply to your situation. This will help you present your case effectively and know what to focus on in your arguments.

## Do more advanced legal research

To know what you need to prove to the judge, you must understand the law that applies to your situation.

For thorough research, you can consult the following three sources:

### 1. Law

The Tribunal handles a great variety of cases related to many different laws and regulations. That's why it's key to properly identify the specific sections of the law and the precise regulations that apply to your situation.

Here are some suggestions:

- read the documents in your administrative file that were sent by the department, agency or municipality. The decision you are contesting will often cite sections of the law.
- look up the precise laws that govern the department, agency or municipality in question.

To better understand how the Tribunal operates, you can consult the following laws:

- [Act respecting administrative justice](#)
- [Regulation respecting the procedure of the Administrative Tribunal of Québec](#)



### 2. Jurisprudence (case law)

Jurisprudence refers to decisions made by tribunals in cases similar to yours. They will help you understand how a tribunal applies the law in a real-world case.

At the Tribunal, judges always want to make fair and consistent decisions. That's why they will also look at the jurisprudence for similar cases.

You can look up Tribunal decisions for free on these sites:

- [citoyens.soquij.qc.ca](http://citoyens.soquij.qc.ca)
- [canlii.org](http://canlii.org)

Even if you find a case that seems similar, that does not guarantee the decision will be the same for your case.



**In the legal process, the evidence often makes the difference.**

If you must choose between looking up case law or gathering good evidence, focus on the evidence.

### 3. Doctrine (legal commentary)

These are theoretical texts by legal experts. They can help you understand the rules and legal principles relevant to your case.

**You can use jurisprudence or doctrine to support your position before the judge at the hearing.**

If you want to use doctrine, make sure to bring enough copies for:

- yourself.
- the judge.
- the other parties.

You don't need to bring copies of laws and regulations. The judge already has access to them.



## Not all sources are good

When doing legal research online, make sure you are on a website based in Québec. Laws and regulations are different in other provinces or countries.

You should also avoid discussion forums and be cautious with answers generated by artificial intelligence (AI). They often contain inaccurate or misleading information.

Many reliable legal research databases can be consulted online for free. To find them, read the guide "How to do your own legal research" on the Info Justice Montréal webpage. It's at the bottom of the page, in the "Guides and tools" section:

[info-justice.ca/en/centres/montreal-2](https://info-justice.ca/en/centres/montreal-2)

You can also read the section "Resources to make things clearer" starting on page 60.

## Determine what needs to be proved

As you go through the relevant laws, jurisprudence and doctrine, try to identify the legal points that must be proved in cases like yours.

It's also important to make sure you have enough witnesses and documents to prove each point.

## Prepare your evidence

You may be convinced that you are right, but the other party may disagree. You will both try to convince the judge that your position is correct.

During the hearing, you must prove the facts that support your position. You are in charge of showing that the evidence supports your case. No one will help you do so.

What makes for good evidence? The answer depends on the type of case. It can consist of:

- your testimony (and sometimes that of others).
- an expert report.
- documents (called "physical evidence").



## Your witnesses

### How to select them

First, ask yourself if your testimony alone can convince the judge that you are right.

You can also have other witnesses testify, but this is not always necessary for the judge to rule in your favour. Everything depends on the specific facts of your case.

To identify the witnesses who could be useful, ask yourself the following questions:

- What facts do you need to prove to the judge?
- Who has first-hand knowledge of these facts and can come explain them? If more than one person can testify about the same facts, don't have them all come to the hearing. Ask the most credible witness to testify.
- Who could contradict fully or in part what might be said by the witnesses for the prosecution?
- Do you intend to present a document, such as a letter or a picture?
  - If so, make sure the author of the document (unless it's you) is present at the hearing.

For example, if you need to establish you suffer from a health problem, an expert witness can be very useful. To find out more, read the "Expert witnesses" section on page 40.

### Ensure your witnesses attend the hearing

Once you have chosen your witnesses, don't forget that you are responsible for making sure that they come to the hearing. Let them know the date as soon as possible, and send them a polite reminder a few days before the hearing.

Your witnesses might be friends or family members. They will probably agree to serve as witnesses simply to help you out, without any formalities required. But if a witness doesn't want to come to court, and you believe that their presence is essential, you might want to force them to come to the hearing.

To do so, you must send the witness a "summons", called a *subpoena*. This will ensure they come to the hearing. You can also compel the witness to bring any relevant documents you might need.

How to prepare a *subpoena*:

- You must fill out the form called "[Subpoena](#)" and have it signed by a Tribunal judge. This form is available on the Tribunal website by selecting "Tools and Resources" in the horizontal menu. Then, click on "Forms and access demands" and select "Subpoena Form".
  - If you have a lawyer, they are also authorized to write a subpoena without asking a judge.
- Once you have filled out the subpoena form, it must be given to the witness by a bailiff. You can't do this yourself. This is called "**service**". You must pay the costs for the bailiff. To find one, go to the website of the Chambre des huissiers de justice du Québec ([chjq.ca](http://chjq.ca)). This website is only in French at the time of writing.
- The subpoena must be given to the witness at least **10 days before the hearing**. If you're too late, you must ask a Tribunal judge for permission to act after the deadline. Ideally, don't wait until the last minute. This will help you avoid having to try to postpone the hearing.



#### Having a witness testify against their will is not always a good idea.

They might be uncooperative and their testimony might not help you. If possible, try to find another way to prove your claims.

### Preparing witness testimony

At the hearing, you will have to explain your version of the facts. If you have witnesses, you will also have to ask them questions so they can describe what they saw or heard.

That's why it's important to properly prepare before the hearing. This will help you express yourself clearly and present your evidence effectively.

Here is how to prepare:

### 1. Identify what each witness needs to prove

Your witnesses must talk about things that they have seen, heard or experienced first-hand. Unless they are experts, they are not allowed to testify about things they did not personally experience.

For example, only someone who heard or took part in a conversation can talk about it at the hearing.

### 2. Prepare questions for each witness

Before the hearing, take the time to write down the questions you want to ask.

If a witness forgets an important detail at the hearing, you can help them complete their testimony by asking questions.

But be careful! You are not allowed to suggest an answer. You must ask open-ended questions. Here's a tip: start your questions with **who, what, where, when, why, or how**. Those words invite a complete answer, instead of a simple "yes" or "no".

Don't say...	Instead, say...
Were you with me on the evening of June 6 when I was applying for family allowance?	Where were you on the evening of June 6?
Was my car working properly?	How would you describe the state of my car?
Did you pay your rent?	How and when did you pay your rent?
You saw me at the hospital, isn't that right?	Where did you see me?

### 3. Hold a practice session with your witnesses

Before the hearing, it can be useful to hold a practice session. This lets you find out how each witness describes the facts. Take down their answers and make sure all the important points are covered.

If you find out that their version of the facts is less helpful than you thought, you are free to decide not to have them testify.

Remember: a witness must tell the truth. You must not try to influence their testimony in any way.

You should also tell your witnesses that they might be questioned by the judge or the opposing party. They won't be startled when this happens if you tell them in advance.

### Cross-examining the other party's witnesses

Cross-examination is when you ask questions to the other party's witnesses. As opposed to when you question your own witnesses, you are allowed to ask leading questions that expect a yes or no answer.

Be very careful at this stage! If you ask questions to which you don't know the answer, you might help the other party fill in gaps in the testimony, which could hurt your case.

### Prepare your own testimony too!

You must also prepare to testify. Note what you wish to say and take the time to properly organize your thoughts.

Don't forget, your testimony will be a key pillar of the hearing. You shouldn't take it lightly.



### What happens when two witnesses contradict each other?

The judge will evaluate the credibility of each witness. Even though a witness claims something is true, the judge might not believe their version of the facts.

## Experts

An expert is someone who gives their professional opinion on a specific subject, based on their training and experience.

Here are some types of experts:

- Doctors (but not your own doctor)
- Therapists and psychologists (not your own)
- Municipal inspectors
- Building experts

**Your own doctor can't be an expert witness at the Tribunal**, because you have a therapeutic relationship. The expert must be an unbiased professional, such as another doctor.

You don't always need an expert witness to defend your case. It's up to you to decide if it can help. For example, if the other party plans to present an expert report (such as a medical report), you might want an expert witness of your own to support your position.

At the tribunal, most expert evidence takes the form of a written expert report. You must follow these rules:

- You must provide a copy of the report to the other parties, at least 30 days before the hearing (or within the time limit set by the judge).
- You must also file this report with the Secretariat of the Tribunal within this deadline.
- The judge may accept a report that was filed late, but only if this doesn't negatively impact the other parties.
- In theory, an expert may not testify at the hearing if their report was not submitted on time.

In addition, you must pay the expert's fees. You will not be reimbursed for this, even if the judge rules in your favour.

## Your physical evidence

Physical evidence refers to the documents and objects you will present at the hearing to support your version of the facts.

You must send a copy of your physical evidence to the judge and to the other parties at least **30 days before the hearing (or within the time limit set by the judge)**.

### The administrative file

The administrative file plays a key role in your case. It contains all the documents delivered by the department, agency, or municipality whose decision you are appealing.

Take the time to go through this file in detail. Make sure it's complete and that it contains all the elements needed to fully understand the situation. It must also include the documents that support the contested decision.

If you are only contesting part of the decision, make sure you clearly indicate which parts you accept and which you contest.

### Other evidence

You will no doubt need to present other documents as evidence.

For example:

- Medical reports
- Messages to and from the other party
- Bills and receipts
- Contracts

### Digital evidence

Are you planning to present digital evidence, such as video or sound recordings?

This material must be clear, informative and made at the time of the events. For images and video, make sure they are in color and that the resolution is high enough.

Make sure that you will be able to play any recordings you wish to present at the hearing. If necessary, bring the equipment required to present your evidence.

If needed, contact the Tribunal in advance for tech support requests.

## Organize your case file

### Make sure you have everything you need

Your case file must let the judge understand your point of view. It must contain all the documents and important elements that support your claims.

Don't act as though the judge already knows your situation in detail. It's your job to explain it clearly.

The judge can't simply accept everything you say as the truth. They must base their decision on the evidence. That's why it's essential to support everything you claim with documents, testimony, and other solid evidence.

### ... and only what you need

One of the biggest challenges when representing yourself is to decide what you need to explain to the Tribunal... and which details are not worth telling.

In fact, it's important to find the right balance between giving the judge all the information about your case and being concise. The more familiar you are with the documents in your case file, the better you can see the situation as though you were a neutral, objective party. This will help you identify the key points that the Tribunal will want to focus on.

Here's a tip: attend another Tribunal hearing. This will help you better understand what the administrative judges are looking for.

### Put your case file in order

To help the judge follow along, you should put your documents in logical order. For example, you could put them in the same order that you plan to present them at the hearing.

You can also create a clear outline of the main points of your testimony. This will make it easier for the judge to understand where you're going. For example, "First, I'll explain the medical complications related to my case. Then, I'll explain the long-term effects on my health."

## Do you need an interpreter?

At the hearing, you can speak in French or in English. This is also the case for the other parties, witnesses, lawyers and judges.

If you don't or another witness doesn't understand a language that will be used at the hearing, you can request an interpreter. In most cases, you will need to pay their fee.

But the Tribunal does pay for an interpreter:

- for people who are deaf or hard-of-hearing.
- for people accused of a crime who have a hearing at the [Commission d'examen des troubles mentaux](#).

If this applies to you, let the [Secretariat of the Tribunal](#) know as soon as possible.



## Rules of conduct to follow at the Tribunal

There are many formal rules of conduct to follow at a hearing. It's important to know and respect them.

These rules are mandatory. Breaking them can have significant consequences. You probably don't want the administrative judge to reprimand you for not respecting these rules. It would make the hearing more stressful.

The rules apply at all times, even if it's not your turn to speak.

Here are the main rules:

### Be on time

This is essential. To make sure you are on time, get to the Tribunal early. That way, you will be sure to have enough time to find the right courtroom.

It's important to know that there might be a security check to go through that could cause a lineup.

### Dress properly

You must watch how you dress when you go to the Tribunal. If your clothes are inappropriate, the judge might even order you to get changed.

Your clothes must be neat and proper. Do not wear caps, hats, sandals, or inappropriately short clothing (shorts, skirts, revealing shirts).

### Be silent and discreet

When you enter the courtroom, you must avoid making noise or drawing attention.

That's why you must turn off your phone before entering the courtroom and not bring any food or beverages inside.

You should also be aware that it's forbidden to record any sounds or images inside a courtroom.

### Stand when required

For in-person hearings, you must stand up when the judge enters or leaves the courtroom and remain standing until they sit down or leave the room.

You must also stand when it's time for you to speak.

### Speak with respect

Disrespectful behaviour will not be tolerated. You must use polite forms of address for everyone in the courtroom.

When you speak to the administrative judge, feel free to ask them how they wish to be addressed. If lawyers are present at the hearing, the polite form of address is "Maître (Last name)".

### Wait your turn to speak

During the hearing, listen carefully and don't interrupt. You must wait your turn to speak.

If you need to say something, wait until the person has finished, then stand up and address the judge directly to ask for permission to speak.

### Respect the judge's requests and decisions

The judge is in charge of the hearing. Respect their decisions and obey their instructions at all times.

The judge can ask you questions about the facts you are explaining. Even though you know your case very well, remember that the judge is hearing your story for the first time. Some details might not seem important to you, but the judge might find them crucial. Listen carefully to their remarks and questions and try to answer as best you can.

The judge's comments do not indicate that they think you're right or wrong, nor do they mean that the judge favours either side.

Finally, don't forget that the judge is the only person you are trying to convince at the hearing. Talk to them directly and not to the opposing party, except when you are questioning a witness.

# The hearing

The hearing will usually be the final stage of your case, unless you already settled your dispute at a conciliation session.

Before going to the Tribunal, make sure to:

- **get your documents ready.**  
Bring everything you need to present your evidence, such as your documents, personal notes, or presentation plan.
- **get there on time.**  
Get to the Tribunal ahead of time, if possible. This will let you get settled and prepare calmly for the hearing.

## The first moments at the Tribunal

When you arrive, go to the reception and tell them who you are and why you're there.

You'll see a schedule of hearings in the waiting room. This is called the "roll for hearing". It should show your room number and the scheduled time for your hearing.

The posted time can change. Your hearing could start earlier or later, depending on how long previous hearings take.

When the judge is ready, they will call your case. Everyone involved will then be invited to enter the courtroom.

### What about witnesses?

They must wait outside until it's their turn to testify.



### What if one party is absent?

The judge can still hear the party that showed up to the hearing and make their decision. This is called a "default judgment".



#### Do you need to postpone the hearing?

You can ask for a postponement in advance. For more information, see page 30 and following pages.

### Is your hearing being held online?

You will be sent a link to connect. Simply click on it to join the hearing.

To find out more, go to the Tribunal website: [taq.gouv.qc.ca/en](https://taq.gouv.qc.ca/en)

- Click on "Tools and resources".
- Select "Tools and publications" in the left vertical menu, then "Guides and Reports" in the right vertical menu.
- Click on the document called "Microsoft Teams".

## Preliminary application

Before the hearing, or as it begins, you are allowed to make special requests to the judge. These are called "**preliminary applications**".

For example, you might ask:

- to use evidence that was not filed in advance.
- for witnesses to stay outside the courtroom until their testimony

These requests are normally made in writing. But the judge may choose to accept them orally if they are presented at the hearing.

There is no official form for preliminary applications. In your written request, be sure to include your file information such as your file number, your contact details, and the name of the other party. Clearly state what you are requesting, why you are making the request, and when you would like it to be considered. Don't forget to sign it.

Preliminary applications are given priority. In some urgent cases, you can even ask for them to be heard before the hearing.

## Presenting evidence

Presenting evidence is a key stage of the hearing. This is when you can lay out your version of the facts, present elements that support your point of view and explain how they do so. The evidence you present will often have the greatest impact on the judge's decision.

### What it is

Evidence includes everything you use at the hearing to show that your version of the facts is credible. This can include:

- Witnesses who explain what they have seen or heard
- Written documents, such as contracts, letters and emails
- Material evidence, such as objects, pictures and videos.

To prepare properly, read the section "Prepare your evidence" which starts on page 35.

### How it takes place

Each party presents their evidence in turn. Normally, the party that filed the appeal goes first.

### Your evidence

Try to present your evidence in logical order, and respect the order of events if possible. This will help the judge follow as you describe what happened.

Try to focus on things that are directly related to your appeal.

For example, if your case concerns a decision connected with a criminal act, don't go into detail about an unrelated car accident.

The judge could interrupt and ask you to focus on relevant details.

### The other party's evidence

Listen closely and respectfully while the other party presents their evidence. It's important not to interrupt, even though you might disagree with what is being said. Do you believe that what the other party is saying is untrue? Don't interrupt them, but take notes and raise any issues during your closing argument.

### The judge

It's perfectly normal for the judge to intervene during the hearing. Their role is to make sure everything goes smoothly and ask questions to get a clear understanding of the situation. Give simple answers, to the best of your ability.

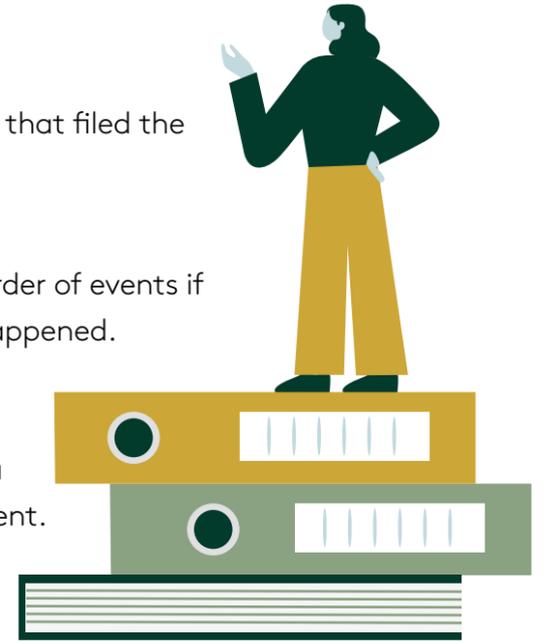
Try to also pay attention to how fast you're going. If you notice the judge is taking notes while you speak, slow down a bit. This will give them time to write things down and fully concentrate on listening.

The judge might also tell you that some evidence you wish to present:

- doesn't respect the rules of evidence.
- isn't relevant to the questions at hand.

Listen carefully and follow their instructions. Otherwise, your evidence could be rejected.

**Note: your hearing may be held before more than one judge.**



## Testimony

Testimony often plays a vital role at the hearing.

The judge doesn't know everything that happened before the hearing. Testimony allows them to understand the situation. The judge will evaluate all the testimony carefully. Is it credible? Logical? Relevant to the case? The testimony will hold a lot of weight as the judge decides on the correct decision.

### Who testifies? In what order?

The person who filed the appeal presents their witnesses first. You can be the only witness for your case, and the same is true for the other party. There is no obligation to have more than one witness.

If you do have other witnesses, they will normally have to wait outside the courtroom until you call them to testify. You will call them one at a time, in the order you have previously chosen.

Please note that, apart from experts, witnesses are not allowed to state their opinion. They are only allowed to speak about events that they have seen, heard or experienced first-hand. Not what someone else told them.

Keep calm during testimony. Even if you disagree with a witness, don't comment or react.

To find out how to prepare properly for this stage, read the section starting on page 36.

### Examination

The examination is when you question your own witnesses.

You will ask questions so that your witnesses can explain the facts they know about.

Some important rules for this stage:

- Questions must be open-ended. This means that they can't ask for a "yes" or "no" answer.
- Avoid leading questions that suggest a possible answer.
- Start your questions with "who", "what", "when", "where", "why", or "how".

 Example of a good question: "What did you see that day?"

 Example of a question to avoid: "You were angry, isn't that right?"

The goal is to let the witness speak freely, without trying to influence their answers.

### Cross-examination

Cross-examination is when you question the other party's witnesses.

This happens after the other party has questioned their witness. At this point you are allowed to:

- ask yes-or-no questions.
- point out any inconsistencies or gaps in the testimony.

Here are some tips:

- Only ask a question if you already know the answer.
- Stay calm, respectful, and go straight to the point.
- You don't have to cross-examine a witness. Sometimes, it's wiser to ask them no further questions.

### Your own testimony

If you testify on your own behalf, the other party will get to ask you questions after you have explained your version of the facts. This is normal and to be expected.

## Documents used as evidence

The documents, photographs and text messages you use to support your case are called “**exhibits**”.

At least **15 days before the hearing**, you must make sure you have sent each exhibit which is not already in the administrative file:

- to the judge.
- to the other party.

It’s also important to bring a copy of all relevant documents to the hearing so you can consult them. The Tribunal will not provide you with a copy of these documents.

If you forget to file your documents beforehand, the judge might not allow you to submit them at the hearing.

If you have digital documents (on your phone, for example), make paper copies or put them on a USB key.

Once an exhibit is submitted, a witness can talk about its contents. For example, someone might testify that they signed a contract, or clarify the context for a chain of emails. That’s why it’s important for you to plan your testimony to make sure that someone explains the relevance of each exhibit.

Later, during your closing argument, you can come back to these exhibits and explain how they support your version of events.



## Closing arguments

After all the evidence has been presented, it’s time for closing arguments. This will be your last chance to address the judge.

### What they are

A closing argument is an oral presentation that lets you explain why the judge should rule in your favour. You will sum up the key facts and show how your exhibits, testimony and arguments support your point of view.

Don’t repeat everything that came before. The judge has already heard the evidence and taken notes. Instead, use this time to:

- highlight the key facts that support your case.
- respond to the evidence presented by the other party.
- point out any weaknesses in the other party’s evidence (such as contradictory testimony or a blurry picture).

If you previously found decisions in cases similar to yours (jurisprudence) or legal texts (doctrine) that support your case, this is the right time to mention them. For more on jurisprudence and doctrine, read the section starting on page 32.

**Watch out:** you are not allowed to bring up new facts at this stage. If you forgot something while presenting your evidence, it’s too late to do so now.

Here are some tips to prepare:

- **Before the hearing:** write down your key arguments so you don’t forget them.
- **During the hearing:** note what the other party claims so you can respond to it at the right time.

### How they take place

Each party has a turn to make their closing argument. The person who filed the appeal normally goes first.

The judge may ask you questions. Make sure you understand them and answer clearly, calmly and honestly.

While the other party is making their closing argument, let them speak. You are not allowed to interrupt them.

## The decision

The judge will probably not make a decision right after the hearing. In most cases, the decision is issued afterwards. When this happens, the decision is said to be “**under advisement**”.

The judge will write their decision and explain it in full. The judge normally has three months to issue their decision, but this deadline can be extended.

While you are waiting, you are not allowed to contact the judge. This means that you can't submit any new documents to them unless you were authorized to do so at the hearing.



# After the decision

**Once the decision is made, you are normally required to follow it. However, in some situations, you can ask the TAQ to correct or review the decision.**

In fact, you can:

- Accept the decision (and take no further legal action) (p.56)
- Ask the Tribunal to correct a mistake (p. 56)
- Ask the Tribunal to review or revoke their decision (p.57)

In rare cases, you may also appeal the decision to the Court of Québec (p.57) or apply to the Superior Court for judicial review. (p.59).

## Accepting the decision

Accepting the decision means that you choose to comply with the court's judgment.

When a decision is accepted, it is said to be "executed". If the Tribunal ruled against you, you must act accordingly as soon as you receive a copy of the decision.

## Correcting a mistake

If you believe the decision contains an obvious mistake, usually a clerical error (such as a calculation error or a clear omission), you can ask the Tribunal to correct it.

The Tribunal can also decide to correct a mistake on their own. If this happens, you will receive an amended copy of the decision.

## Asking for revision or revocation

**In most cases, a Tribunal decision is final.** This means that it can't be appealed. But there are some exceptions.

Here are the situations that can lead the Tribunal to revise or revoke their decision:

- You discovered an important new fact after the hearing that could have changed the case's outcome. This fact must not have been known or available to you when the hearing took place.
- You were not heard at the hearing and you had a valid reason for your absence.
- The judge made a serious error when they analyzed your case (for example, they failed to rule on part of your request).

### How to make a request

- Send a written request within 60 days of receiving the decision.
- If the other party makes such a request, you have 30 days to respond in writing.

The judge can respond to your request based only on the documents received, without holding a new hearing. But if the judge believes it would be useful, or if one of the parties asks for it, a new hearing can be held.

## Appealing a decision

In some specific cases, you can challenge a Tribunal decision by appealing to the Court of Québec. This mainly applies to:

- decisions made by the Immovable Property Division.
- decision related to the protection of agricultural land.

### Important

You can only appeal with permission from a Court of Québec judge. You must show that an important issue should be examined by the court. Appealing a decision doesn't let you start the case over. It's a specific legal process that follows strict rules.

### Deadline

You have **30 days** from the time the Tribunal issues their decision to file your request with the Court of Québec court office.

### Steps to follow

1. Prepare a written request which includes:
  - a copy of the Tribunal's decision.
  - the documents submitted to the Tribunal (if not included in the decision).
  - the conclusions you seek and the arguments you plan to make.
2. Send a copy of the request to the other party using a bailiff. This is called "**service**".
3. Send the request to the court office of the Court of Québec in the same legal district as the building or piece of land at issue in the Tribunal decision.

If the Court of Québec grants you permission to appeal, they will hold a hearing and render judgment. They can confirm, modify or overturn the decision taken by the Tribunal administratif du Québec.

### Do you need a lawyer?

- **Legal entities** (such as corporations): must be represented by a lawyer.
- **Individuals**: you may represent yourself or be represented by a lawyer.

If you can afford it, it can be very useful to consult a lawyer. The rules for the Court of Québec are not the same as for the Tribunal administratif du Québec. If you don't think you can afford a lawyer, please read pages 11 to 13.



## Judicial review: if there was a serious error

If you believe a serious error was made when your case was handled by the Tribunal administratif du Québec or the Court of Québec, you can ask the Superior Court to intervene. This is called "judicial review".

This type of request must generally be made within **30 days** after you receive the decision.

Judicial review is a complex legal process. It's highly recommended to consult a lawyer before you embark on it.



# Resources to make things clearer

Many free or low-cost resources can help you prepare for your hearing.

## To find legal information and forms

### Tribunal administratif du Québec

[taq.gouv.qc.ca/en](http://taq.gouv.qc.ca/en)

This site will be essential when preparing for your hearing. You will find a lot of information explaining the laws and procedures that apply to the Tribunal. You will also find the forms you need and model notices.

### Éducaloi

[educaloi.qc.ca/en](http://educaloi.qc.ca/en)

This is a good starting point for your legal research. You will find reliable information that's easy to understand.



## To find Tribunal decisions and the text of the laws

### Centre d'accès à l'information juridique (CAIJ)

[caij.qc.ca/en](http://caij.qc.ca/en)

You can use its UNIK search engine to easily find doctrine, court decisions (jurisprudence), and the laws you need to prepare your case.

### Institut canadien d'information juridique

[canlii.org/en](http://canlii.org/en)

This site lets you easily find Tribunal decisions, as well as the text of any law you might need.

You can easily find any law using the search engine. You can then use "Ctrl-F" to find a specific section of the law by number. To the right of each section, you will see a dialog box with a number. If you click on this box and select "Citing documents", you will get a list of decisions referring to that section of the law. This is a good way to find jurisprudence related to the section of the law you are researching.

### Société québécoise d'information juridique (SOQUIJ)

[soquij.qc.ca/a/fr/english](http://soquij.qc.ca/a/fr/english)

This website also offers a search engine for court decisions (jurisprudence).

To find it, click the link called "Looking for a court decision in English?" on the English homepage of the website.

## To ask questions

### TAQ information agents

[taq.gouv.qc.ca/en/contact-us](http://taq.gouv.qc.ca/en/contact-us)

You can ask your questions Monday to Friday, from 8:30 a.m. to 4:30 p.m.

- 1 800 567-0278 (toll-free anywhere in Québec)
- tribunal.administratif@taq.gouv.qc.ca

### Boussole juridique

[boussolejuridique.ca/en](http://boussolejuridique.ca/en)

It's an easy-to-use search engine that helps you find legal resources near you (such as legal clinics). All the resources you'll find there are free or low-cost.

### University legal clinics

There is a list available at the end of this page:

[barreau.qc.ca/en/general-public/access-justice/access-justice-resources/](http://barreau.qc.ca/en/general-public/access-justice/access-justice-resources/)

Most law schools in Québec offer legal clinics. You can get free legal information or legal advice there from law students, under the supervision of a lawyer or a notary.

*This page also lists other organizations that offer access to justice services.*

### Clinique juridique du Barreau du Québec

[cliniquejuridiquebarreau.ca/en](http://cliniquejuridiquebarreau.ca/en)

École du Barreau students can help you for free, closely supervised by lawyers. For example, they can:

- give you information and legal advice relevant to your situation.
- help you prepare your case.
- help you prepare for your court hearing.

Meetings can be held in person (in Montréal) or online (everywhere in Québec).

### Info Justice

[info-justice.ca/en](http://info-justice.ca/en)

Info Justice is an essential resource.

Located throughout Québec, Info Justice let you consult a lawyer for free. During this meeting, you can ask for:

- legal information specific to your situation.
- help finding the correct forms and information on how to complete them.
- help finding the resources you need.

However, lawyers from Info Justice cannot:

- Tell you what to do or whether you have a chance of winning.
- Fill out forms for you.
- Represent you in court.

#### Bas-Saint-Laurent

418 722-7770 • 1 855 345-7770

#### Centre-du-Québec

873 382-2262

#### Côte-Nord

581 826-0088 • 1 844 960-7483

#### Estrie

819 933-5540

#### Laval-Laurentides-Lanaudière

450 990-8071

#### Mauricie

819 415-5835 • 1 888 542-1822

#### Montérégie

1 844 723-3700

#### Nunavik

819 254-8567 • 1 833 844-8055

#### Outaouais

819 600-4600

#### Québec-Chaudière-Appalaches

581 741-8726

#### Grand-Montréal

514 227-3782 (option 4)

#### Saguenay-Lac-Saint-Jean

418 412-7722 • 1 844 412-7722

#### Gaspésie-Îles-de-la-Madeleine

1 844 689-1505

# Index

## Understanding legal jargon

The legal world has its own vocabulary which can be hard to understand.

If you have encountered a word during the judicial process and don't know what it means, look for it below.

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Agreement	<b>p. 24</b>	Physical evidence	<b>p. 41</b>
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DU QUÉBEC**   
*Pour l'avenir du droit*

## Thank you

**Barreau**   
du Québec

The *How to prepare for court* guides owe their existence to the **Barreau du Québec's** support and commitment to our mission.

Their enduring devotion to quality and accessible justice drives us to continue working for the advancement of law and to support the diverse next generation of legal professionals.

Thank you!



**Info Justice**

**Thanks to Info Justice!**

The production of the *How to prepare for court* guides would not have been possible without the participation of Info Justice. Thanks to their expertise, the information contained in the guides is accurate and meets the needs of citizens.

Together, we are helping to make justice more accessible and to increase public confidence in the justice system.

