Ontario

Tribunals Ontario

Human Rights Tribunal of Ontario

15 Grosvenor St., Ground Floor
Toronto ON M7A 2G6
Tel: 416-326-1312 or 1-866-598-0322
Fax: 416-326-2199 or 1-866-355-6099
TTY : 416-326-2027 or 1-866-607-1240
E-mail: hrto.registrar@ontario.ca
Website: www.tribunalsontario.ca/hrto

Tribunaux décisionnels Ontario

Tribunal des droits de la personne de l'Ontario

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HRTO FILE: **2022-51511-I**

December 22, 2022

Marcin Pęski
Via email: marcin.peski@utoronto.ca & mpeski@gmail.com

Dear Marcin Pęski,

Subject: Confirmation of Receipt of Application

The Human Rights Tribunal of Ontario (HRTO) is in receipt of your Application made under section 34 of the *Human Rights Code.*

Your application has been assigned file number **2022-51511-I** and your date of filing is **December 22, 2022.** You must include this file number in the subject line of all emails and on all correspondence and any documents filed with the HRTO.

Once you have filed your application and you receive your HRTO file number, do not submit any additional documents to the HRTO, including evidence and witness statements, until the HRTO directs you to do so.

Next Steps:

1. Completeness Check

The HRTO will review your Application to ensure it is complete. If the Application is not sufficiently complete it will be returned to you with directions about what information you must include to complete the Application. If you do not respond to a Notice of Incomplete Application, the HRTO may consider that you have abandoned your Application and close your file for that reason.

2. Jurisdiction

- If there is a question about whether your Application is within the HRTO's authority or jurisdiction to decide, you will be sent a **Notice of Intent to Dismiss**. This Notice

is only sent to you, the applicant. If you receive this Notice you **must** respond to the issue(s) identified in it. If you do not respond by the deadline listed in the Notice, the HRTO may make a decision on the issue(s) using only the material already in the file, or even consider that you have abandoned your Application and close it for that reason.

3. Deferral

If there is a question about whether your Application should be deferred (put on hold) until another proceeding is completed, the HRTO will send you a **Notice of Intent to Defer**. This Notice is sent to all parties listed the Application along with a copy of your Application. The term "parties" refers to the applicant, respondent(s), and any affected parties listed in the Application (Form 1) or Response (Form 2). All of the parties, including you, will be given an opportunity to submit a response to the Notice. If a party does not respond by the deadline listed in the Notice, the HRTO will make a decision on the issue using only the material already in the file and any submissions filed by the other parties.

4. Delivery of Application

If there are no preliminary issues and if your Application is complete, the HRTO will send it to the respondent(s) and to any trade union, occupational or professional organization or person identified as an affected person in the Application. The Application will be delivered to the parties using the contact information you provided in your Form 1. The respondent(s) will have 35 days to file a Response (Form 2).

FILING DOCUMENTS WITH THE HRTO

The HRTO has moved to a digital-first approach to service delivery. The HRTO's primary method of communication is email. Parties may file their correspondence and documents with the HRTO via email in care of HRTO.Registrar@ontario.ca. Please include the HRTO file number in the subject line of your email. Where an email address has been provided, parties are responsible for responding to and retaining any email correspondence and attachments sent to them by the Tribunal.

If a party is unable to send their documents to the HRTO via email, they may file them by mail, courier, fax, or hand-delivery in care of the contact information provided above.

All written communications with the HRTO must be addressed to the Registrar. The HRTO will deliver the Application (Form 1) and Response (Form 2) to the parties, however, the parties are responsible for delivering all other communications and documents filed with the HRTO to all of the other parties. The HRTO cannot accept any documents unless you confirm that they have been shared with the other parties to the Application. See Rules 1.12 and 1.20 of the HRTO's Rules of Procedure.

You must confirm delivery of your documents to the other parties either by copy the parties on your email to the HRTO, or by filing a Statement of Delivery (Form 23). See Rule 1.23.

Documents filed as email attachments cannot exceed 30 MB in any one email. Please ensure that all of your attachments are contained in as few emails as possible and refrain from sending the same documents to the HRTO in multiple emails or using multiple methods of delivery. If the HRTO is unable to open an email attachment, you may be advised that it cannot be accepted in the particular format.
Further to the HRTO's digital-first approach to service delivery, it is preferred that all documents are filed with the HRTO by email only. If any document exceeds 20 pages, please include an index. If you are filing your documents in paper format, for scanning purposes, please ensure that your documents are not bound.

CONTACT INFORMATION

The HRTO will send information to you using the contact information you listed in your Form 1. If any of your contact information changes, you must advise the HRTO **immediately**. Once your Application has been shared with the other parties you must also copy them on any changes to your contact information. We may send you directions throughout the Application process and before a hearing that require you to take action quickly, so be sure to check your email and mail regularly. If an applicant fails to respond to the HRTO's directions, the Application could be dismissed. If a respondent fails to respond to the HRTO's directions, they may lose the ability to present a defence in the proceedings and/or at the hearing.

ACCOMMODATION

You, your representative and your witnesses are entitled to accommodation of any *Human Rights Code*-related needs. Tribunals Ontario's Accessibility and Accommodation Policy is available at https://tribunalsontario.ca/en/accessibility-and-diversity/. Please notify the Registrar as soon as possible if accommodation is required.

RESOURCES

The HRTO's Forms, Rules of Procedure, Guides, Practice Directions and Policies are available on our website, www.tribunalsontario.ca/hrto. These materials are all available in a variety of accessible formats. To request a copy of these documents or if you have any questions about the status of your Application, you can contact HRTO by email at hrto.registrar@ontario.ca, by phone at 416-326-1312 or toll free 1-866-598-0322, TTY 416-326-2027 or TTY toll free 1-866-607-1240.

Sincerely
Office of the Registrar,

Human Rights Tribunal of Ontario