

Introduction

The Alberta Human Rights Tribunal has developed the following approach regarding adjournments. The Tribunal may vary this approach where appropriate.

The Tribunal is committed to a process that is fair, just and expeditious. In applying this Practice Direction the Tribunal must balance the competing interests of the parties, including the complainant, respondent, and Director with the public interest of a quick and effective hearing process.

Application for adjournment

Dates for a hearing are usually scheduled at the pre-hearing teleconference. Once these dates are set, requesting to change the dates (i.e. requesting an adjournment) is discouraged. An adjournment that is made close to the scheduled hearing date is a significant impediment to fair and timely access to justice.

A party who nonetheless requires an adjournment must make an application to the Registrar as soon as it is known that one is needed. The Tribunal will only adjourn a hearing in exceptional circumstances such as the death of a close family member or serious illness of a party, witness or legal counsel. The Tribunal is unlikely to adjourn an already scheduled hearing where the parties or witnesses are out of town, where parties are close to a settlement, where scheduling conflicts occur after the hearing dates were set, or because a party says that they have had insufficient time to prepare.

The requesting party must file a written request for an adjournment with the Registrar, as soon as it is known that one is needed. The adjournment request must be delivered to the Registrar and to each of the parties.

The application for adjournment should include:

- written reasons as to why the adjournment should be granted; and
- any information that supports the claim.

The requesting party is expected to contact the other parties to find mutually agreed upon alternative dates, and, if possible, to provide those potential dates to the Registrar at the time the application for adjournment is made.

The party or parties receiving a request for adjournment will provide a written response, including any objections, within 48 hours of the application for adjournment being filed with the Registrar. The Tribunal may consider an application immediately, without response from the other parties, in cases such as where the adjournment is unavoidable.

Deliver the application for adjournment to the Tribunal Registrar at the email below.

Contact the Tribunal Office

Website albertahumanrights.ab.ca/tribunal_process

Email address AHRCTribunal@gov.ab.ca

Phone 780-638-4635

To call toll-free within Alberta, dial 310-0000 and then enter the area code and phone number.

TTY service for persons who are deaf or hard of hearing: to call toll-free within Alberta, dial 1-800-232-7215.