

# 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 recourse 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 which you have for doing this. **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 in which to exercise your recourse to the Social Affairs section.
- You have 30 days if your recourse 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 recourse after that time has expired.

**Make sure you are clearly informed about the possibility of petitioning the Tribunal administratif du Québec for recourse 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. This latter must sign the form in your place (section 4).

In matters of compensation for rescuers and the victims of criminal acts, a person other than a lawyer may represent you, as long as that person has not been declared ineligible or stricken or suspended from a professional order. In matters of immigration, a person other than a lawyer may, exceptionally, represent you given the fact that you are not in Québec. This representative may sign the form in your place (section 4).

## FEE PAYMENT METHOD (section 6)

Certain types of recourse incur fees that must be paid when the petition is filed. For information about the cases when fees are required and the amount of such fees, contact the Tribunal Secretariat or consult our Internet site under *Your proceeding at the TAQ*. Please note that there are generally no fees for proceedings that come under the jurisdiction of the Social Affairs section unless you are contesting a decision suspending your driver's permit for medical reasons.

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 PETITION

You should:

- Submit a written petition to the Tribunal administratif du Québec. We suggest that you use this form. Otherwise, make sure that your written petition contains all of the information required. In matters of municipal taxation, a separate petition 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 Master Card and Visa credit cards are accepted (section 6, box E).
- Attach the document indicated in section 2.
- Submit everything to the Tribunal Secretariat or the registry of the Small Claims Division of a court. You can also submit everything 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 petition by mail, take postal times into account and make sure the Tribunal administratif du Québec will receive it within the time in which you are allowed to exercise your recourse.**

**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  
Secrétariat  
575, rue Saint-Amable  
Québec (Québec) G1R 5R4  
Télécopieur : 418 643-5335

**MONTRÉAL :**  
Tribunal administratif du Québec  
Secrétariat  
500, boul. René-Lévesque Ouest, 21<sup>e</sup> étage  
Montréal (Québec) H2Z 1W7  
Télécopieur : 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)

<sup>(1)</sup> This information is provided solely as a guide. When interpretation is required, you must refer to the text of the law in question.