



## THE TRIBUNAL ADMINISTRATIF DU QUÉBEC

# Completing your file

### Opening your file

After receiving your application, the Tribunal sends you a confirmation letter with your file number. Keep track of this number, as it will be useful for communicating with the Tribunal.

The Tribunal then sends a copy of your application to the government body that rendered the decision you are contesting. The body then has 30 days to send you the documents it has concerning you, in connection with your application.

Have you moved? You must send the Tribunal your new contact information. You may do this by email at [tribunal.administratif@taq.gouv.qc.ca](mailto:tribunal.administratif@taq.gouv.qc.ca).

### Preparing your file

Carefully read the documents sent to you by the government body to understand the reasons why it rendered the decision you are contesting. It will then be easier for you to prepare your case to convince the Tribunal to change the decision.

Choose the documents you want to submit to the Tribunal to support your arguments: invoices, lease, contract, photos, bank statements, medical reports, etc. If you do not have these documents, make sure to obtain them quickly. You may use the [online document filing service](#) to file your documents. You must also send a copy of the documents to the government body's representative before the hearing.

### Choosing your witnesses

Think of the people whose testimony could help you convince the Tribunal. Inform them that they must attend your hearing and make a note of the questions you want to ask them at the hearing.

### Presenting an expert report

Do you need an expert report? In some cases, such a report could be useful. For example:

- A physician's report if your case concerns your health condition
- An assessor's report if your case concerns the value of your house

INDEPENDENCE / INTEGRITY / COMPETENCE  
COMMITMENT / RESPECT

# OUR CONTACT INFORMATION

## Toll-free number:

**1 800 567-0278**

[www.ta.q.gouv.qc.ca](http://www.ta.q.gouv.qc.ca)

[tribunal.administratif@ta.q.gouv.qc.ca](mailto:tribunal.administratif@ta.q.gouv.qc.ca)

## Québec office

TRIBUNAL ADMINISTRATIF DU  
QUÉBEC

Secrétariat

Lomer-Gouin Building, 575 Jacques-  
Parizeau Street

Québec City, Québec G1R 5R4

Phone: 418 643-3418

## Montréal office

TRIBUNAL ADMINISTRATIF DU  
QUÉBEC

Secrétariat

500 René-Lévesque Boulevard West,  
21st floor

Montreal, Québec H2Z 1W7

Phone: 514 873-7154

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

You must send a copy of the expert report to the Tribunal and the representative of the government body no later than 30 days before your hearing.

It is your responsibility to prepare your file properly.

## File complete and hearing date

The Tribunal will contact you to verify whether your file is complete. In some cases, the Tribunal may summon you to a [case management conference](#) (texte en français seulement) and set a specific timeline with you that you must follow to complete your file.

Once your file is complete, the Tribunal sends you a notice specifying the mode of participation, date, and time of your hearing. You may read the [Institutional guidelines for the determination and modification of the mode of participation in an adjudicative activity](#) for more details.

The Tribunal may also invite or require you to attend a [conciliation session](#) (texte en français seulement). This is a free service to try to settle your case without a hearing.

## Putting an end to your file

At any time, you may put an end to your application, which is officially called a “withdrawal”. To withdraw, you must send a signed letter to the Tribunal indicating that you are putting an end to your file. A [template letter of withdrawal](#) is available on the Tribunal’s website.

## Contesting a new decision

You may contest only one decision per file with the Tribunal, that is, only the decision referred to in your application. To contest another decision, you must send the Tribunal a new application. The Tribunal will then open a new file.

