

# Preparing for a hearing

## Attending the hearing

The hearing is where you present your case before the Tribunal.

You must be present at the scheduled time and date. Otherwise, the Tribunal could hold the hearing in your absence and you will not be able to explain your point of view.

To know the date, time, and mode of participation of your hearing, refer to the notice of hearing sent to you by the Tribunal. Hearings are generally held online, but you may be summoned to a physical location identified in the notice of hearing. You may also read the [\*Institutional guidelines for the determination and modification of the mode of participation in an adjudicative activity\*](#).

Are you disabled with specific accessibility needs? Notify the Secrétariat of the Tribunal as soon as possible, by telephone or email at [tribunal.administratif@taq.gouv.qc.ca](mailto:tribunal.administratif@taq.gouv.qc.ca).

## Postponing the hearing

If you cannot attend the hearing, you may request a new date (postponement) from the Tribunal. You must explain the reason why you cannot attend. If you make your request less than 45 days before the scheduled hearing date, you must explain why you did not make it earlier. Your reasons must be serious. For more information, read the [\*Institutional guidelines concerning postponements\*](#).

The Tribunal may accept or deny your request.

## Preparing your case

To be properly prepared, here are a few important steps to remember:

- Familiarize yourself with your file by rereading it
- Review the documents you will present at the hearing (invoices, lease, contract, photos, bank statements, expert reports, etc.)
  - Make sure you have sent a copy of these documents to the Tribunal via the [online filing service](#) and to the government body's representative within the prescribed time limits
- Remind your witnesses that they must attend the hearing
  - Prepare the questions you will ask them
- List your arguments explaining why the Tribunal should rule in your favour

# OUR CONTACT INFORMATION

## Toll-free number:

1 800 567-0278

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

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

### Québec office

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Phone: 514 873-7154

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



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du Québec

To ensure that a witness attends your hearing, you may send them a “[subpoena](#)”. This document is available at the Secrétariat of the Tribunal. It must be signed by an administrative judge of the Tribunal or a lawyer.

## Conduct of the hearing

Hearings are conducted in French, but you may also address the Tribunal in English. Please note that the government body’s representative will address the Tribunal in French. If you are fluent in neither French nor English, you may be accompanied by an interpreter at your expense.

At the start of the hearing, the Tribunal’s administrative judge asks all parties to introduce themselves. The administrative judge then explains how the hearing will be conducted.

### *Presenting evidence (documents and witnesses)*

- Generally, you present your evidence first. At this point, you present your documents and examine your witnesses. You and your witnesses may be asked questions.
- The government body’s representative then presents their evidence. Once they have finished, you may ask questions.

### *Arguments*

- After the evidence has been presented, you and the government body’s representative take turns making your arguments. This is your last chance to convince the judge to rule in your favour.
- The hearing ends after the arguments.

A hearing must be conducted with respect for the parties. Wait until the Tribunal gives you the floor before speaking.

On the day of the hearing, dress appropriately even if the hearing is conducted online.

## The Tribunal’s decision

Generally, the Tribunal does not render its decision on the day of the hearing, but instead takes the case “under advisement”. You will receive the decision within three months of the case being taken under advisement.

The decision cannot be contested, except in certain specific cases.

Every person concerned by the Tribunal’s decision must comply with it.

