

CANADA  
PROVINCE OF QUÉBEC  
DISTRICT OF  
Record No.:

**Human Rights Tribunal**  

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**Office of the Court of Québec**

v. Plaintiff  
and Defendant  
and Alleged victim  
and Complainant  
and Impleaded party

**CONTACT INFORMATION FORM**  
**(Section 19 of the Regulation of the Human Rights Tribunal)**

Any person to whom the originating application is served must, **within 45 days of that service**, complete and file this contact information form at the office of the Court of Québec in the district where the application is filed, then send it to all the parties.

**PERSONAL CONTACT INFORMATION, of the following party:** \_\_\_\_\_

I am not represented by an attorney.

I consent to be notified by email any document or judgment by the Tribunal.

**PLEASE NOTE THAT LEGAL PERSONS MUST BE REPRESENTED BY AN ATTORNEY.**

Surname: \_\_\_\_\_ Given name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cellular phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**CONTACT INFORMATION OF ATTORNEY**

I represent the above-mentioned party: \_\_\_\_\_.

Name: \_\_\_\_\_ Law firm: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Permanent code: \_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

## EXPLANATORY NOTES

### NOTICE OF CHANGE OF ADDRESS (SJ-843A)

The “Notice of change of address” form can be used to inform the court office of a change of address. For more information, as well as the contact information for all courthouses in the province of Québec, consult the [list of courthouses](#) on the website of the ministère de la Justice.

#### TYPES OF FORMS

This form is available in dynamic PDF format, meaning the form can be downloaded from [www.justice.gouv.qc.ca](http://www.justice.gouv.qc.ca) and completed directly on screen.

- Dynamic PDF:

After completing the form, you must print it on letter-size paper, i.e. 8.5 inches by 11 inches (215.9 mm by 279.4 mm). Be sure to set your printer to this paper size.

- Paper:

If you complete the form by hand, please write legibly in block letters.

#### PROCEDURE

Once the form is completed, keep a copy for your files and send the form to the courthouse in question.

There is no cost for filing this form.

