

Effective Date:

DRAFT

Number: 5

Practice Direction Service of Physical Documents

Direction:

Parties and Participants who do not have the means to communicate electronically may be exempt from the digital requirements outlined in Section 3 of TLAB's Rules of Practice and Procedure.

A physical copy of any submission must be served on all parties and participants who do not have an email address. Likewise, all parties and participants without an email address must serve physical copies of any submission on all parties, participants and TLAB.

The due dates as outlined in TLAB's Rules of Practice and Procedure continue to apply. As such, service to be on time has to respect delays inherent in service. The Date of Service is deemed the day of receipt.

An Affidavit (Form 10) must be completed attesting to the method and timing of service. This must be filed with TLAB in a timely fashion for public posting.

Service requirements under Section 3 of TLAB's Rules of Practice and Procedure continue to apply for all those with an email address.

Approved by the Toronto Local Appeal Body this __ day of ____, 2017.

Ian James Lord

Chair