

Request to Attend an In Person Hearing by Telephone

Parties are expected to be present at an oral in person hearing; in exceptional circumstances, the Tribunal Chair may approve attendance by telephone as per the Tribunal Practices and Procedures, section 4.1(f). Attendance by telephone is only considered in exceptional circumstances as the Tribunal is unable to provide the party attending by telephone with a copy of any additional documents introduced at the hearing as the hearing rooms are not equipped with fax machines. While the panel chair will verbally convey the additional evidence, the inability to review the documents may limit the party's ability to comment on the admissibility or content.

TO BE COMPLETED BY THE REQUESTING PARTY		APPELLANT	MINISTRY
NAME	TELEPHONE NUMBER	APPEAL NUMBER	
Reason(s) for request:			
DATE (MONTH/DAY/YEAR)			
TO BE COMPLETED BY TRIBUNAL STAFF			
Hearing room Information:	Is there a speaker phone?	Yes	No
	Can a Polycom system be used?	Yes	No
	Is there sufficient time to accommodate the request?	Yes	No
TO BE COMPLETED BY TRIBUNAL CHAIR			
Request approved:		Yes	No
Reason(s) not approved:			
TRIBUNAL CHAIR'S SIGNATURE		DATE (MONTH/DAY/YEAR)	

Send the completed request to:

Employment and Assistance Appeal Tribunal
Toll Free Fax: 1-877-356-9687
Fax in Victoria: 250-356-9687
Email: info@eaat.ca

Questions? Call Toll Free: 1-866-557-0035, or in Victoria: 250-356-6374