

SCHEDULE A

REQUEST TO ACCESS A CHRT OFFICIAL RECORD

1. I AM:
 - a) a complainant in the file I am requesting information about;
 - b) a respondent in the file I am requesting information about;
 - c) an interested party in the file I am requesting information about;
 - d) a complainant in another file;
 - e) a respondent in another file;
 - f) an interested party in another file;
 - g) not involved in any file with the Tribunal
 - h) more details: _____
2. NAME OF REQUESTER
3. CONTACT INFORMATION
 - a. Address
 - b. E-mail
 - c. Phone number
4. NAME OF THE FILE (NAME OF COMPLAINANT/RESPONDENT)
5. FILE NUMBER (IF KNOWN)
6. DESCRIPTION OF DOCUMENTS REQUESTED
7. ADDITIONAL DETAILS AND INFORMATION