



## Not Ready for a Hearing Form

(Ce document est aussi disponible en français)

### Instructions

1. If you need more time to complete the Hearing Ready Form, fill out this form.
2. Send us this form within **4 weeks** of the date of the Issues on Appeal Letter.

Call us if you have questions about this form. Our Call Centre is open Monday to Friday 8:30 a.m. to 5:00 p.m.

|                      |                             |
|----------------------|-----------------------------|
| Call Centre          | 416-314-8800                |
| Toll-free in Ontario | 1-888-618-8846              |
| TTY                  | Call 711 for Relay Services |

### 1. Appeal Information

Case Name

WSIAT #

### 2. Reason(s) you are not ready for a hearing

I am **not** ready for a hearing because – please check all that apply.

I'm looking for a representative.

Please send us an authorization to represent form when you find a representative. Or, write to us and tell us if you decide to represent yourself in this appeal.

I need more time to review and prepare this appeal.

I need time to collect more evidence.

Please tell us about the evidence you're collecting. For example, I'm waiting for a specialist's report from Dr. X that should be available in 6 months.

## 2. Reason(s) you are not ready for a hearing (continued)

- I'm involved in another proceeding that needs to finish before I'll be ready for a hearing at the WSIAT.

Please tell us about the other proceeding. For example, I filed a complaint at the Human Rights Tribunal. My complaint should be resolved in 9 months.

- I have related outstanding issues at the Workplace Safety and Insurance Board (WSIB).

What are the outstanding issues at the WSIB? If the outstanding issues involve another WSIB claim number, please include the claim number.

What stage are the issues at the WSIB (for example, being reviewed by a Case Manager or an Appeals Resolution Officer)?

When did you last write to the WSIB about these issues?

- Other reasons – please explain.

## 3. Time you need to complete the Hearing Ready Form

I need – choose one

- 3 months  
 6 months  
 9 months  
 12 months

We'll place this appeal into inactive status. If you're ready to proceed sooner, write to us and let us know. Review [Practice Direction #24 – Inactive Appeals](#).

## 4. Certification

I understand that

- this appeal will be put into inactive status while I prepare for a hearing.
- if I'm the representative, I must provide a copy of this form to my client.
- I must provide a copy of this form to the other participating party or to their representative.

I am – choose one

- the worker.
- the worker's representative.
- the employer contact.
- the employer's representative.
- other – please explain \_\_\_\_\_

Signature  
(If filing electronically, type your first and last names.)

Date  
(dd/mm/yyyy)

- When you file electronically, typing your name and dating this form represents your signature. Check the box to confirm you understand and agree to this.

## 5. How to send us this form

Fill out, sign, and send us a copy of this form by E-file or mail.

E-File [www.wsiat.ca](http://www.wsiat.ca) under the E-File tab

Mail Workplace Safety and Insurance Appeals Tribunal  
500 - 505 University Avenue  
Toronto ON M5G 2P2

### Accessibility

The WSIAT is committed to providing an environment that is inclusive and accessible to all people. If you need an accommodation, please write to us with the details of your request.

### Collection, Use and Disclosure of Personal Information

Information on this form is collected for the proceedings of the Workplace Safety and Insurance Appeals Tribunal (WSIAT). All information is collected in line with the *Workplace Safety and Insurance Act, 1997*. It will be included in the WSIAT file and shared with parties of record of the appeal. This information will only be used for workplace safety and insurance purposes. Questions about the collection of information should be directed to the Freedom of Information and Privacy Coordinator at the WSIAT by calling 416-314-8800 or 1-888-618-8846 (toll-free), or 711 for Relay Services (TTY).