

Before filing your application for judicial review, have you:

Used the proper form (Form 301)
Indicated the name of the parties
Provided the date and details of the decision/matter to be reviewed – Note: your application must be limited to one decision
Indicated the name of the tribunal and or person(s) having made the decision
Mentioned the date on which you were notified or became aware of the decision
Described the precise relief you are requesting and the grounds to be argued
Provided a list of affidavits and documents you will be relying on in support of the application
Provided (if necessary) a list of documents to be requested from the tribunal that are not in your possession
Provided your address for service in Canada and your contact details
Prepared enough copies for certification by the registry for service on the respondent(s) and the tribunal
Determined the addresses for personal service of the respondent(s)
Provided the required filing fee (\$50)
Dated and signed the Application for judicial review