

DOCUMENT CHECKLIST for hearings in the Independent Assessment Process (IAP)

Compensation for consequential harms or for loss of opportunity or for both, require the submission of certain mandatory documents before the hearing can be held. The list below outlines which types of documents are required for different levels of harm and loss of opportunity. The chart below will assist in determining which documents are required to support levels claimed.

If you are unsure about what documents to obtain for your client's particular claim, please contact the Case Assessment Officer assigned to your client's claim.

Mandatory Documents Due 130 days from receipt of this notice	IAP File Number: _____ List of documents submitted.
<p>Harm levels 1, 2 or none and Loss of Opportunity levels 1 or none</p> <ul style="list-style-type: none"> ▪ No mandatory documents required <p>Harm levels 1, 2 or none and Loss of Opportunity level 2</p> <ul style="list-style-type: none"> ▪ Workers' Compensation Records, if claim based in whole or in part on a physical injury ▪ Income tax records (<i>or at claimant's choice EI and CPP</i>) ▪ Secondary and post-secondary school records <p>Harm levels 1, 2 or none and Loss of Opportunity levels 3, 4 or 5</p> <ul style="list-style-type: none"> ▪ Treatment records (see additional requirements for Complex Track) ▪ Workers' Compensation Records, if claim based in whole or in part on a physical injury ▪ Income tax records (<i>or if not available, then must submit EI and CPP</i>) ▪ Secondary and post-secondary school records 	

Harm levels 3, 4 or 5 and Loss of Opportunity levels 1 or none

- Treatment records (*see additional requirements for Complex Track*)
- Workers' Compensation Records, if claim based in whole or in part on a physical injury
- Corrections Records
- Secondary and post-secondary school records

Harm levels 3, 4 or 5 and Loss of Opportunity level 2

- Treatment records (*see additional requirements for Complex Track*)
- Workers' Compensation Records, if claim based in whole or in part on a physical injury
- Corrections Records
- Income tax records (*or at claimant's choice EI and CPP*)
- Secondary and post-secondary school records

Harm levels 3, 4 or 5 and Loss of Opportunity levels 3-5

- Treatment records (*see additional requirements for Complex Track*)
- Workers' Compensation Records, if claim based in whole or in part on a physical injury
- Corrections Records
- Income tax records (*or if not available, then must submit EI and CPP*)
- Secondary and post secondary school records

Other Support Documents	Due
<p>Examination for Discovery Transcripts (if applicable)</p> <p>If your client has undergone an Examination for Discovery, a copy of the transcript and any related undertakings shall be provided to the Adjudicator. Please send us a copy of the transcript, or provide written direction to IRSRC so that they can provide the transcript on your behalf.</p>	<p>130 days from receipt of this notice</p>
<p>Medical Certificate (if applicable)</p> <p>If your client indicated in their application that they are in failing health, a medical certificate to confirm their health condition is required to treat their file as a priority.</p> <p>Further, should their health status change, please advise our office as soon as possible.</p>	<p>As soon as possible</p>
<p>Provide A Future Care Plan (if applicable)</p> <p>If your client indicated in their application that they are interested in receiving future care. Please give details on what type of treatment they are interested in, including the estimated costs. They can develop a treatment plan independently or with the help of a family member or a support person of their choice. Their treatment plan must be submitted at least 2 weeks before their hearing.</p>	<p>Minimum 2 weeks prior to hearing</p>

<p>Witness Participation (if applicable)</p> <p>You can bring witnesses to your hearing who can speak about what they saw and heard in support of your claim. If you plan to bring a witness to the hearing, the witness must provide a signed, written statement at least 2 weeks prior to the hearing that summarizes the information the witness will be providing.</p>	<p>Minimum 2 weeks prior to hearing</p>
<p>Non-Mandatory Documents</p> <p>You may choose to submit any other documents that you feel support your claim.</p>	<p>130 days from receipt of this notice</p>

Where to send your document package

Once all documents are collected, please submit the entire package, with the enclosed 'Request for Hearing' and 'Claimant's Hearing Preferences' forms, to:

Indian Residential Schools Adjudication Secretariat - IAP
 PO Box 1575 - Station "B"
 Ottawa ON K1P 0A9

Or by e-mail to: IAPS_DocumentManagement@irsad-sapi.gc.ca