

## REQUEST FOR DIRECTION SERVICE PROTOCOL

In order to ensure the consistent service of documents nationally in all matters that require orders, directions or consideration of the Administrative Judges under the Indian Residential Schools Settlement Agreement (IRSSA), the procedure set out below shall be followed in respect of all such matters.

This Service Protocol is to be affected in conjunction with the Court Administration Protocol (CAP) but does not replace or alter the procedures established by the CAP:

<http://www.classactionservices.ca/irs/documents/CourtAdministrationProtocol.pdf>

1. Any party, counsel or other entity with standing in respect of the IRSSA (the Requestor) who seeks to file a Request for Direction (RFD) shall in the first instance send the RFD to the Court Counsel appointed by the Administrative Judges, either electronically or in writing. The Requestor shall copy any affected party on communications with Court Counsel. For clarity, the onus rests upon the Requestor to determine who is affected by an RFD.

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2. As soon as possible following receipt of the RFD, Court Counsel will advise all parties of the jurisdiction in which the matter will be heard.
3. The Requestor shall then file the RFD, and any supporting documents, in the Registry of the designated jurisdiction and effect service of same on all parties, as well as on the National Administration Committee (NAC), by serving the Chair as well as Canada's representative on the NAC (Secretary). Current incumbents are:

**Peter Grant, Chair  
Peter Grant & Associates**

900-777 Hornby Street  
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Tel: 604.685.1229  
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**Catherine Coughlan, Secretary  
Department of Justice – Canada**

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Fax: 780.495.2964  
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4. Thereafter, responding parties shall file relevant documents with the court in the designated jurisdiction and serve all affected parties, including NAC members served with the RFD in accordance with paragraph 3.

Released February 2014