



Interim Practice Directive 1A:

Filing Outside of Web Portal

1. Purpose

This practice directive explains how documents are to be submitted to the Health Professions Discipline Tribunal (Discipline Tribunal) when the web portal is down or otherwise unavailable.

2. Authority

The Discipline Tribunal operates under the Health Professions and Occupations Act (HPOA). When this practice directive mentions a section number, it refers to a section in the HPOA.

3. Scope and application

This practice directive applies to:

- parties (regulatory colleges and respondents); and
- complainants and other persons with an interest.

This practice directive applies at all stages of a case.

The Discipline Tribunal may give directions or issue an order on a case that is different from what this practice directive says. If that happens, the directions or order must be followed.

For formatting and service rules see Interim Practice Directive 1: Filing and Service.

4. Filing

4.1 Regulatory Colleges

File documents through the Discipline Tribunal Secure File Transfer Portal (SFTP).

- Regulatory college parties will have pre-registered SFTP accounts. Refer to previously provided instructions on how to upload files.

If the SFTP is unavailable, email the Discipline Tribunal at submissions.tribunal@hporoo.ca and include any accessibility barrier affecting filing in the email.

For initial filing instructions, please see Interim Practice Directive 6: Initial Submission Requirements.



4.2 Respondents and Persons with an Interest

File documents through the Discipline Tribunal external SharePoint

- Respondents, complainants, and other persons with an interest will be provided a link to upload documents to the SharePoint by the Discipline Tribunal.
- Send an email to submissions.tribunal@hporoo.ca to request a link and instructions.

4.3 Information to include with every filing

Every filing through the SFTP must include the requirements set out in Interim Practice Directive 1: Filing and Service, as well as a covering document setting out:

- the case number (if assigned);
- the names, email addresses, phone numbers, and addresses for service of the parties;
- whether or not the respondent has legal counsel and the contact information for legal counsel if so;
- the name and email address of the person with conduct of the file and their role (for example, college representative or counsel for the respondent);
- the name and email address of the contact person the Discipline Tribunal should send correspondence to, if different than the person with conduct;
- the type of submission being made – choose from the following request types:
 - Section 154 Consent Resolution (Sexual Abuse) (CR-SA)
 - Combined Section 139 and Request for Citation) (CR-CMB)
 - Request for Citation (RFC)
 - Consent Resolution after Request for Citation (CR)
 - Application for Review (AR)
 - Publication of Order (PO)
 - General Application (GA)
- the titles of the documents being submitted; and
- the orders or directions requested, if the filing asks for an order or direction.



5. Discipline Tribunal Response

A document is filed on the date the Discipline Tribunal receives it.

A filing received after 4:30 p.m. Pacific Time, or on a weekend or a day the Discipline Tribunal is closed, is treated as received on the next day the Discipline Tribunal is open.

The Discipline Tribunal will send an acknowledgement of receipt by email to the person identified as the contact person for the submission within one business day of receipt.

