

# A. INFORMATION SHEET: REPRESENTATIVES



The *Rules of Procedure* set out important requirements regarding appointing and having a representative that will act on your behalf in your appeal process.

## ***What is a representative?***

A representative is a person who acts as your agent in a proceeding before the HRAP. To be recognized as a representative, the person must complete the [Declaration of Representative](#) form and serve it on all other parties and file it with the HRAP as soon as possible.

## ***What can a representative do for me?***

Representatives have a duty to represent you and what they say binds you. This means that what they say and their actions will be considered to be done on your behalf. For example, representatives can file and accept service of documents and make submissions on your behalf.

## ***Who can represent me?***

Your representative does not have to be a lawyer. However, representatives must be licensed by the Law Society of Upper Canada (LSUC) (e.g., licensed lawyer or paralegal) or otherwise approved by the LSUC.

To confirm the licensing status of a representative or get a current list of exemptions for unlicensed representatives, visit the LSUC website at [www.lsuc.on.ca](http://www.lsuc.on.ca) or contact them at 416 947-3300 or toll-free 1 800 668-7380.

## ***Can I have someone assist me who is not my representative?***

Someone who is not your representative can still assist you with your appeal.

For example, an individual that does not qualify as and/or does not complete the [Declaration of Representative](#) can still assist you as a non-representative. For instance, an industry representative from a horsepersons' association can assist you as a non-representative. A non-representative may help you fill out your forms and/or accompany you to a hearing or pre-hearing conference to provide support. However, they cannot act on your behalf, submit material for you or provide you with legal advice. Please note that you will still be considered "self-represented" and responsible for all aspects of your appeal.

## ***Do I have to have a representative?***

You are not required to have a representative. However, you may have a representative if you wish.

## ***What happens if my representative changes?***

If a representative is no longer going to represent you, the representative must provide written notification to the HRAP and all parties of the change in status as soon as possible. The representative must also provide your current contact information in the notification so that the HRAP and all other parties can continue to contact you as required for the hearing.

## **Relevant Forms:**

- [Declaration of Representative](#)

## **Last updated: July 2016**

*This information sheet is intended to provide general information to appellants and other related parties regarding the appeal process of the Horse Racing Appeal Panel. It does not constitute legal advice. If any information in this information sheet is not consistent with the Rules of Procedure, the Rules of Procedure will prevail.*

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