



ADR Institute of Canada
Institut d'arbitrage et de
médiation du Canada ^{TM/MC}

ADRIC Complaint Form

This form is to be used by any person wishing to make a complaint against any Member of the ADR Institute of Canada (ADRIC).

The Complaint may be made by

- A party or witness engaged in ADR proceedings,
- An ADRIC Member against an ADRIC Affiliate, or
- An ADRIC Member against another ADRIC Member.

This complaint process is an intra-organization consideration of a Member's behavior while acting within parameters set by ADRIC. Making a complaint through this form will not result in compensation of any kind to the Complainant, nor is it an avenue for an appeal of the outcome of any ADR proceeding. This process is also not a substitute for a malpractice claim.

Note that some Complaints are barred by the passage of time. Circumstances surrounding complaints will be considered when a dispute might otherwise be time-barred.

Please submit the completed Complaint form to ADRIC by email at admin@adric.ca.

Once ADRIC receives your completed Complaint form, an ADRIC representative will contact you. If you are contacted by anyone other than an ADRIC representative, please immediately alert ADRIC.

I. IDENTIFICATION OF COMPLAINANT

Name(s): _____

City of residence: _____

Address: _____

Telephone: _____

Email: _____

Is the Complainant acting as an agent for another person?

YES

NO

If yes, please identify the person for whom the Complainant is acting:

Name: _____

City of residence: _____

Address: _____

Telephone: _____

Email: _____

II. IDENTIFICATION OF RESPONDENT (ADRIC MEMBER)

The Complaint is made against which ADRIC Member? Be specific as to the person(s).

Name(s): _____

Contact information (if known): _____

Any other information: _____

III. EVENT INFORMATION

Type of ADR proceeding (if known): _____

Site of ADR proceeding (if known): _____

When did the event(s) that is the basis of the Complaint take place? (It is not necessary to identify exact dates; the year and duration of the event are sufficient.)

Please explain, in not more than 150 words, the reason for the Complaint. Provide details that would be helpful to a reviewer, such as specific actions, names, dates, etc.

Please identify any person(s) who made a statement during the event giving rise to the Complaint or who would be a useful contact during a review. If they made a statement, please explain the circumstances of the statement, including when the statement was made and whether it was verbal or written. If they would be a useful contact, please explain why.

Please identify any particular document(s) presented during the event giving rise to the Complaint that would be useful during a review or that may clarify the reason for the Complaint.

The undersigned Complainant attests that:

- a. The facts as I have alleged are true; and
- b. I understand that the ADRIC process for addressing complaints against ADRIC members may include providing a copy of the Complaint to the ADRIC member against whom it is made.

Dated at _____, in _____, this ____ day of _____, 20____.

Signature of Complainant