



USING THE OSC TRIBUNAL TEMPLATES

Filing Completed Forms

All forms and the E-Hearing Checklist have been provided in Word format. You should refer to s. 2(4) of the *Practice Guideline* for the proper filing requirements, but note that the following forms need to be filed in both PDF and Word format: Statement of Allegations, Amended Statement of Allegations, Applications, Motions, Notice of Withdrawals, and Settlement Agreements. Completed forms should be emailed to the Registrar at registrar@osc.gov.on.ca. The “Index File” template has been provided in Excel and should be provided to the Registrar in “.csv” format.

Navigating Through the Forms

You can use the TAB key or any of the arrow keys to move through the document. Shift + TAB will move you backwards through the document. If at any point TAB or the arrow keys do not work to move you through the required text fields or drop-down menus, you can highlight the entire text field and enter your text or click on the drop-down menu to enter the required information. Note that you cannot use the TAB key to navigate through the Statement of Allegations, Notice of Withdrawal or Order form.

When you open a form, you should automatically be able to enter text in the first text field and overwrite the pre-existing text. There is no need to click on any part of the document. If you do click on the document or a particular field, you will have to highlight the entire field or TAB through the document to get rid of the pre-existing text. To avoid this, start by entering your text into the first field without clicking on the document first.

Entering Required Information

For some forms, you will only be able to input information into text fields or drop-down menus where required. You will not be able to change the headings or other information in the document. Not all forms have restricted settings, but you should not change the font, the font size, or color for any of the forms. The grey shading behind the text field is not visible when printed and cannot be removed from the electronic copy.

When using the TAB or arrow keys to navigate through the text fields, you do not need to click on the text field to enter the information. You can start entering your text and the entire text field will be replaced.

Text Fields

Some text fields may require that you keep some of the pre-existing text contained in the text fields. To change only some of the text, you will need to click inside of the text field with your cursor to make the desired changes. For example, “Appendix B – Motion” contains the following text in the text field: (For [specify relief sought] Under [Section [#] of the *Securities Act*, RSO 1990, c S.5 [and/or Rule [#]])]. In this example, you will need to change only relief sought, section # and/or rule #.

Drop-Down Menus

Each drop-down menu contains an arrow on the right side of the grey text that appears when tabbing through the document or when clicked on. You will need to click on the arrow and then make your selection from the drop-down menu.

E-Hearing Checklist

The E-Hearing Checklist contains a number of check boxes (). Only click on the box if applicable. A box indicating “yes”, will appear as follows: . If the box is not applicable, leave the box unchecked.

When Information is Not Required

If a text field does not apply to you, you can delete the text inside the grey box. The grey box will remain even once the text has been deleted.