



The Process of Submitting an Application or Appeal

Step 1- Do I have a valid application or appeal?

The Otipemisiwak Métis Government Judicial Tribunal's mandate is to resolve a wide variety of disputes. The following are issues the Judicial Tribunal would deal with:

- A question of the validity, application, or interpretation of Otipemisiwak Métis Government Law, Regulation or Policy
- A question of the interpretation or application of the Constitution
- A complaint about the conduct of the Otipemisiwak Métis Government Office or Employee
 - This includes allegations of a conflict of interest, or a breach of the Code of Ethics Act
- An application for the disqualification or removal of a Citizens' Council or District Council Member
- An allegation of a breach or contravention of the Constitution or an Otipemisiwak Métis Government Law
- An appeal of the result of an election, referendum, or recount (**note: must be filed within ten days of the announcement of the results of the election, referendum, or recount**)
- An appeal of the rejection or denial of a Citizenship Application or of a decision for removal from the Register of Citizens
- An appeal of a decision of the Ombudsman (**note: must be filed no later than thirty days following the date of the Ombudsman's decision**)

Step 2- Complete an Application/Appeal form

Your application/appeal should be in writing, preferably typed. A summary of your application/appeal should include all relevant facts and correct naming of parties who are involved, and correct contact information for all named parties. Your application/appeal must be signed and dated and must comply with any other directions set out on the form.

Application/Appeal Submission Procedure

1. Complete the application/appeal form.
 - a. Be specific about the details of your application/appeal and be as short and to the point as possible.
 - b. If including minutes, letters, or other documentation, highlight the parts that deal specifically with your application/appeal.
 - c. Present proof or evidence of what the Respondent(s) is alleged to have done or not done.
2. Include a list of witnesses if applicable. If this application results in a Hearing, your witness list must be submitted at least 7 days before the Hearing.
3. The Judicial Tribunal reserves the right to request information or evidence to substantiate the validity of an application/appeal.
4. If a Hearing is required, you will receive at least 21 days notice of your Hearing.



Judicial Tribunal

- a. You have the right to be present at your hearing, but the Judicial Tribunal may proceed with the Hearing in the event that any of the parties to the Hearing cannot attend.
 - b. Parties to a Hearing may be represented by any person, including a lawyer at their own expense.
5. The Applicant listed in the contact information section of the Application form will be the person the Judicial Tribunal corresponds with regarding the Application. In cases of multiple Applicants or Respondents, the contact information for the other Applicants or Respondents must be included on the appropriate Additional Contact Information attachment.

Step 3- Send your Application/Appeal to the Judicial Tribunal

You can submit your Application/Appeal to the Judicial Tribunal, made to the attention of the Clerk of the Judicial Branch:

1. By email (preferred)
 - a. Send the Application/Appeal and all supporting documents to judicialtribunal@metis.org
2. By mail or in person at
 - a. Otipemisiwak Métis Government Judicial Tribunal
#100, 11738 Kingsway Avenue NW Edmonton, AB
T5G 0X5

A filed copy of the application/appeal will be returned to you, and the Judicial Tribunal will review your submission and inform you of their decision as to what the next step will be.

Step 4- Service of the Application/Appeal

If the application/appeal is against an employee of the Otipemisiwak Métis Government or an affiliate, the Tribunal will serve the document on the respondent.

If the application/appeal is against an individual who is not affiliated with the Otipemisiwak Métis Government or an affiliate, service of the document must be completed by the Applicant. The document can be served personally on the named Respondent, by registered mail (as a signature is required for receipt of the mail), or by email to an address belonging to the respondent.