

Use this form if you want the Appeals Commission to consider documents **that were not in the Appeal Documents Package (ADP)**.

## Section 1: Claim/Account information (Complete one list per claim or account #)

Claim/Account #:

## Section 2: Name of person submitting the documents

Last Name

Given Name(s)

Company Name (if applicable)

**Please complete the following steps:**

Step 1: Organize the documents by date (earliest date first, latest date last)

Step 2: Number each document in the upper right corner of the first page

Step 3: Enter the document number and information about each document on the list below

#	Date	Author
No.1		

#	Date	Author

#	Date	Author

#	Date	Author

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#	Date	Author

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#	Date	Author

#	Date	Author

#	Date	Author

#	Date	Author

If you have more than 14 documents, use a second form and continue the numbering.

Step 4: Send this form and the documents to the Appeals Commission

**You can file this form by:**

- **submitting it online through our website;**
- **e-mail addressed to [AC.AppealsCommission@gov.ab.ca](mailto:AC.AppealsCommission@gov.ab.ca);**
- **mail;**
- **fax; or**
- **courier or personal delivery to one of our two offices.**

**Edmonton**

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**Calgary**

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You can view our web site at: [www.appealscommission.ab.ca](http://www.appealscommission.ab.ca)

**Collection, Use and Disclosure of Personal Information:**

- The personal information that you are being asked to provide is collected under the authority of section 33(c), and managed in accordance with the *Freedom of Information and Protection of Privacy Act*.
- The information will be used for the purpose of processing your request for a hearing with the Appeals Commission for Alberta Workers' Compensation.
- It is important that every party to the appeal knows the case that is to be heard and has an opportunity to respond.
- Because of this, we share all documents related to the appeal with all other parties to the appeal and the Workers' Compensation Board.
- The information you provide may also be used for quality assurance and training purposes.
- If you have any questions regarding the collection, use or disclosure of your personal information, please contact the Appeals Commission.

