

Additional Documents List

Practice Guideline #2 – Getting Ready for the Hearing
has more information about filing additional documents

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
#	Date	Author
#	Date	Author
#	Date	Author

#	Date	Author

#	Date	Author

#	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;
- mail;
- fax; or
- courier or personal delivery to one of our two offices.

Edmonton

Appeals Commission for Alberta Workers' Compensation
 1100, 10405 Jasper Avenue
 Edmonton AB T5J 3N4
 Tel: 780-412-8700
 Fax: 780-412-8701

Calgary

Appeals Commission for Alberta Workers' Compensation
 2300, 801 – 6th Avenue SW
 Calgary AB T2P 3W2
 Tel: 403-508-8800
 Fax: 403-508-8822

You can view our web site at: 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.

For Appeals Commission
Use Only