

Use this form if you want the Appeals Commission to consider documents **that were not in the Appeal Documents Package (ADP)**. *Practice Guideline #2—Getting Ready for the Hearing* has more information about filing additional documents.

Section 1: Claim/Account information (Please complete one list per claim or account #)		
Claim/Account #: _____		
Section 2: Name of person submitting the documents		
<input type="checkbox"/> Mr. <input type="checkbox"/> Miss	Last name	Given name(s)
<input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.		
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

#.	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

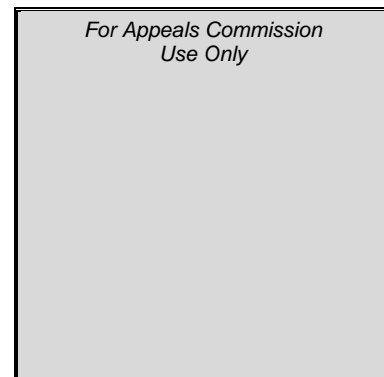
You can send your form and the additional documents to us by mail, fax, personal delivery or courier to one of our two offices. You can view our web site at: www.appealscommission.ab.ca

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 Worker's Compensation
2300, 801 – 6th Avenue SW
Calgary AB T2P 3W2
Tel: 403-508-8800
Fax: 403-508-8822



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. One of the most important aspects of the Appeals Commission's process is that every party to the appeal knows the case that is to be heard and has an opportunity to respond. This means that documents related to the appeal will be shared with all other parties to the appeal, including the Workers' Compensation Board. The information collected may also be used for quality assurance purposes. If you have any questions regarding the collection or use of your personal information please contact one of the above offices and ask to speak with an Appeals Officer.