

Filing Completed Forms

All forms have been provided in Word format. You should refer to the *Rules of Procedure* for the proper filing requirements, but note that the following forms need to be filed in both PDF and Word format: Applications, Motions, Notice of Withdrawals, and Settlement Agreements. Completed forms should be emailed to the Registrar at registrar@capitalmarketstribunal.ca. The “Index File” template was designed with Excel and must be provided 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 Application for Enforcement Proceeding, 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

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. Do not change the font, the font size, or color. 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.

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.

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.