



Saskatchewan  
Ministry of  
Justice and  
Attorney General

**AUTOMOBILE  
INJURY APPEAL  
COMMISSION**

# Appeal Guidelines – Preparing for an Appeal Hearing

This information will help you get ready for your Automobile Injury Appeal Commission (AIAC, or the Commission) hearing.

## **Develop a plan**

First you need to decide exactly what points in SGI's decision you don't agree with. Then, start thinking about how you will prove your case. What evidence can you provide, either through documents or testimony, that demonstrates why SGI made the wrong decision?

## **Documents as evidence**

Make sure to collect all the documents that you intend to use to support your case. Evidence can include medical reports or opinions, financial information, invoices or photographs. Then, provide us with copies of your documents well before (at least a week) your hearing date. We'll provide copies of your documents to SGI. Keep in mind, delays in filing documents result in delays in getting a hearing date.

SGI also files documents to support its decision. After they do that, you will get a list of their documents and you can ask for copies of any materials that you do not already have.

The documents filed by you and SGI form the appeal package that you will receive after your hearing is scheduled.

Sometimes documents are filed after the appeal package is distributed, but before the hearing. In those cases, AIAC will make copies for everyone. Depending on how much time is available, those documents may have to be hand delivered to you on the day of the hearing.

If you have documents that you haven't filed with the Commission that you would like to use as evidence, bring copies to the hearing and give them to the clerk. The clerk will number the documents and provide copies to all participants.

During your hearing, if anyone refers to documents that are not available to both parties, the panel may request that those documents be filed. That will make sure that everyone gets an equal opportunity to review and respond to the evidence.

## **Witness testimony as evidence**

If you plan to have witnesses speak at the hearing, it is up to you to make sure they know the date, time and location.

Let the AIAC know at least 14 days before your hearing if you will be bringing any witnesses and if any of your witnesses will be testifying by telephone. If anyone is testifying by phone, you will need to give the AIAC the telephone number(s) where they can be reached on the day of the hearing. We'll try to arrange a specific time to call them. However, witnesses should be available from the start of the hearing until the end of business hours on the day of the hearing.

If witnesses attend the hearing in person, they may be asked to stay outside of the hearing room until they are called to give their testimony.

Witnesses have to promise to tell the truth before they give their testimony.

## **Other evidence**

Talk to our staff if you think you need to file anything other than printed documents, such as x-rays or audio/visual materials.

## Subpoena

If you're unable to convince someone to testify for you, or provide documents important to your case, the AIAC can help. Provide us the name and address of each person you want to testify at your hearing, or who has documents you require, along with the reasons why their testimony or evidence is important. If the Commission agrees, a subpoena will be prepared and issued.

Once the subpoena is issued, you need to arrange for it to be served, and pay any related costs. This has to take place at least 10 days before your hearing. Bring proof that the subpoena has been served to the appeal hearing.

## Interpreters

Let the Commission know at least 14 days before your hearing if you need the services of an interpreter and we'll do our best to find one. However, if we can't, you may need to find one on your own. In that case, let us know the name and telephone number of the interpreter and we'll contact him or her before the hearing. Either way, the AIAC will pay the interpreter's fees and certain other expenses.

## Special needs

If you, or one of your witnesses, have a disability and require special arrangements, please contact the AIAC right after receiving your Notice of Hearing.

## Contacting us before your hearing date

We're here to help. If you have any questions or concerns leading up to your hearing, you can call, email or visit our office. Our contact information is at the bottom of this page. Our office will send you a Notice of Hearing and an appeal package which contains all the documents filed by SGI and by you. **Make sure to review your appeal package and bring it with you to your hearing.**

There's a chance you might be asked to take part in an Appeal Management Hearing (AMH). AMHs are usually short phone calls chaired by a member of the Commission, and are meant to encourage the parties to set a hearing date. This can speed up the process quite a bit. Sometimes, a Pre-Hearing Conference (PHC) may be held to clear up some preliminary issues or clarify other matters. Both AMHs and PHCs are recorded.

Remember, even though you have filed an appeal, you can still stay in touch with SGI. You may even resolve some things before the appeal hearing, as SGI will review any new information you provide during this time. You may also need to keep in touch with SGI on other benefit issues. Either way, you are certainly encouraged to continue your discussions with your insurer.

For more information on the AIAC or the appeal process, visit [www.autoinjuryappeal.sk.ca](http://www.autoinjuryappeal.sk.ca) or contact the Automobile Injury Appeal Commission at:

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