

Early Dispute Resolution Checklist

Note: Each tribunal has its own rules and processes. It is important to know what those are before you start your case. The following checklist is for general purposes only.

It is a good idea to try to resolve some or all of the issues in a dispute before going ahead with the tribunal process. First check the time limits for filing a complaint or appeal so that you know how much time you have to sort things out on your own. Even if you have already filed a complaint or appeal, there may still be time to settle.

Here are some things to think about:

- Do you have the basis for an appeal or complaint? Review the tribunal's website to find out.
- What are the costs of taking your case to a tribunal? Will you need a lawyer?
- How long might it take to get a result if you go to tribunal? Are you willing to wait that long?
- Consider what relationships might be damaged by the hearing process.
- Consider using one of these options for early dispute resolution:
 - **Negotiation:** Talk or write to the other party to try and reach a mutually acceptable agreement.
 - [Understanding Disputes](#)
 - [Preparing for a Tough Talk](#)
 - [Negotiating a Solution](#)
 - **Mediation** (for early resolution before starting a tribunal process): Some tribunals have their own mediation process, but for early resolution to a dispute, hire a professional mediator to help you and the other party come to a mutually acceptable agreement.
 - [Guide to Mediation in BC](#)
 - [Mediate BC](#)
 - [British Columbia Arbitration and Mediation Institute](#)

If you still plan to go through with the tribunal process, consider the following:

- Do you have a case? Do some homework to determine if you could provide a convincing argument to the panel or adjudicator.
- Check the tribunal's website for information about the legislation that regulates situations like yours, as well as the tribunal's rules and procedures.
- Review past tribunal decisions for cases similar to yours to get insight into what the tribunal will consider.
- Make a list of your issues and what evidence you have to support them.