

This information explains how to tell your side of the appeal in writing. Find more information on our website: wcat.bc.ca. Or call our team to ask for help: 604-664-7800 or 1-800-663-2782.

How to Prepare a Written Submission

If your appeal is proceeding in writing, WCAT will ask you to send a written submission. A written submission is something you – or someone helping you – writes to explain your side of the appeal.

It should explain:

- What result you want and why WCAT should grant it
- Why the law or WorkSafeBC policies support your case
- How the evidence supports the result that you want

Make sure to include:

- A written summary that tells your side of the appeal
- Any new evidence, for example, documents or reports that are not on the WorkSafeBC file
- Any request for appeal expenses to be paid. For example, if you paid for a report or letter, include your receipt or invoice. The vice chair will address your request in the final decision.

For more information about expenses, visit our website: wcat.bc.ca > [appeal a decision](#) > [present evidence and arguments](#) > [ask for appeal expenses](#)

What if I need more time?

WCAT will send you a letter asking for your submissions. WCAT will usually give you 21 days to provide your written submission and 14 days to provide a rebuttal.

If you need more time you can ask:

- **If you need 14 days or less:** Phone WCAT to ask. You do not need to provide a written reason.
- **If you need more than 14 days:** Send a written request to WCAT that explains why you need more time. You can ask for up to 45 more days.
- You cannot ask for more time for a rebuttal submission.

What happens after you send your written submission

If you started the appeal, WCAT will send your written submission to the other party, if they are participating. The responding party has 21 days to respond to the submission.

If you are responding to an appeal, you will receive the submission from the person who started the appeal and you will have 21 days to respond. Your response will be sent to the person who started the appeal. The person who started the appeal will have 14 days to provide a final rebuttal submission.



Some tips for preparing your submissions:

- Explain why you want the decision to change or stay the same. Lead with your strongest point.
- Provide any new evidence, for example documents or reports that are not on the WorkSafeBC file.
- Use headings if you are dealing with more than one issue.
- Do not include lengthy sections that just quote law and policy. You can refer to the laws and policies by number (e.g., section 135, or policy item C3-14.00).
- Do not send in documents from the claim file. WCAT already has a copy.
- Do not include claim file information from other people's claims unless they have given you written permission.
- Do not include links to websites. Print or save information from the Internet instead.
- Include the WorkSafeBC claim or file number and the WCAT appeal number on everything you send to WCAT.
- **Be cautious when using artificial intelligence (AI).** It may be helpful, but it can invent false laws, cases, and facts. You are responsible for submissions you make to WCAT. If your use of artificial intelligence creates false information, this may weaken your case and result in serious consequences.

Need Help?

Use a representative. You can authorize someone to help you explain your side of the appeal. They can be a lawyer, compensation consultant, someone from a union or employers' association, a family member or a friend. Please note that WCAT does not reimburse you for the cost of hiring a representative.

Talk to an adviser. The workers' and employers' advisers offices were created to provide free help to people who disagree with a WorkSafeBC decision. They are independent from WorkSafeBC and are part of the Ministry of Labour.

Workers' Advisers Office
www.gov.bc.ca/workersadvisers
1-800-663-4261 (toll-free in B.C.)

Employers' Advisers Office
www.gov.bc.ca/employersadvisers
1-800-925-2233 (toll-free in B.C.)

Contact WCAT. WCAT staff can offer support to keep your appeal on track. They are neutral, which means they do not offer legal advice or act as your representative.

You can also find more information about rules and procedures in our manual: [wcat.bc.ca > resources > manual of rules of practice and procedure](http://wcat.bc.ca/resources/manual-of-rules-of-practice-and-procedure)



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Call 604-664-7800 or
1-800-663-2782 (toll-free in B.C.)



Online
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