

SOUTHWESTERN Class Action

CLAIM FORM

You must fill in this form to ask for money from the Southwestern settlement.

The Southwestern Regional Centre put some people in other places. In this form, Southwestern means the Southwestern Regional Centre. It also means any places where the Southwestern Regional Centre put people, before they were discharged.

Before you fill in this form, you should read the book called **Notice for people who lived at Southwestern between 1963 and 2008**. The book tells you where to get help with this form.

There is a claims office that decides if you get money. The name of that office is Southwestern Class Action Administrator. Send this form to that office. You must send it by **August 5, 2014**. After that, it will be too late.

Keep a copy of this form.

This form is confidential. Everything you write here will stay private. The claims office will read your form. The claims office may need to show your form to lawyers and government workers. But those people cannot show it to anyone else.

Please read carefully. Ask for help if you do not understand. You can also call or email the claims office for help:

- Phone: 1-877-797-6678
- TTY: 1-877-627-7027
- Email: southwestern@crawco.ca

Your family member or support person can fill in this form. But the cheque will be made to you.

Are you helping someone else with this form?

Please use that person's name to fill in the form.

Write answers about the person you are helping.

That person should sign at the end of Section A and Section B, if needed.

If that person cannot sign, then sign and print your own name there. You may also need to swear or affirm that you believe what you wrote is true.

This form has four parts:

- Your information
- Section A
- Section B
- If you filled in this form for someone else

Read all the parts to know what you need to fill in.

You do not need to send this form right away, as long as

you send it before the deadline. Take the time you need to remember and write what happened, and to get any papers for your claim.

Your information

You must fill in this part and Section A to ask for money from the settlement.

My first name is _____.

Do not write your nick-name.

My middle name is _____.

Leave this blank if you do not have a middle name.

My last name is _____.

I used to have another name or other names. My other name or names were _____.

Leave this blank if you did not have other names.

My birthday is _____.

I was born in the month _____.

I was born in the year _____.

Leave these lines blank if you do not know. If you just know part, fill in that part.

I want to use this address to get letters about my claim and any cheques from my claim:

Street and number _____

Apartment number if you have one _____

City or town _____

Province _____

Country _____

Postal code _____

If the claims office needs to call me, I want them to use
this telephone **or** TTY number:

Area code _____

Phone **or** TTY number _____

If you do not have a phone **or** TTY number, put the
number of someone you trust.

My email address is _____

Leave this blank if you do not have an email address.

Please go to the next page.



Section A

I am checking this box because I was harmed or hurt when I lived at Southwestern or at a place where Southwestern put me.

Now you must sign Section A. You must make a solemn declaration when you sign. This means you are saying:

- You read everything in the form before you signed it. **[OR]** Someone helped you with the form. Before you signed, that person read you everything they wrote in the form.
- You believe everything you wrote in this form is true. You wrote what you know.
- If the claims office finds out that something you wrote is not true, they might not pay any money.

"I solemnly declare that this information is true."

Write today's date here: _____

Sign here: _____

Print your name here: _____

Section B

If you fill in this part, you might get more money.

I was admitted to Southwestern in the month _____ in the year _____. Leave this blank if you do not know when you were admitted. Or if you know just the month or just the year, fill in that part.

I was discharged from Southwestern in the month _____ in the year _____. Leave this blank if you do not know the date you were discharged. Or if you know just the month or just the year, fill in that part.

Now write about how you were harmed at Southwestern. Southwestern may have put you in another place. Write about that, too. There is space to do that after these examples.

There are many kinds of harm or abuse. Here are examples that might be abuse:

- Calling you names, insulting or yelling at you
- Hitting you with a hand or with anything else
- Kicking, pinching, choking, slapping
- Being rough
- Hurting you so you needed to go to the doctor, hospital, or infirmary
- Hurting you so you needed to rest for some days
- Giving you scars, bruises, broken bones, broken teeth, or any other injury to your body or to how you look
- Making you pass out or go unconscious
- Tying you up or locking you up
- Giving you too much, too little or the wrong medicine
- Forcing you to eat or drink something

- Putting you in showers, baths, tubs or water that is too hot or too cold
- Leaving you outside for too long, or when it was too hot or too cold
- Leaving you alone when you needed help or not letting you go to the doctor, dentist, hospital or infirmary
- Not giving you enough to eat or drink
- Not letting you talk to your family or friends
- Someone telling you they will hurt you, or hurt your friends, family or pets, even if no one was hurt
- Taking away things you need, like your glasses or your wheelchair
- Making you do any of these things to other people

Abuse can also be sexual. Sexual abuse can be:

- Touching or making you touch someone else in a sexual way when you do not want to
- Kissing when you do not want to
- Making you touch yourself in a sexual way when you do not want to
- Making you watch, listen or talk about sexual things when you do not want to
- Making you show parts of your body like your breasts, penis, vagina and anus
- Making you stand or walk around naked
- Putting or trying to put something in your mouth, vagina or anus when you do not want them to
- Making you put something in your mouth, vagina or anus
- Making you do any of these things to other people

These are just some examples of abuse. **There are many other things that are abuse.** Write down **anything** that harmed you. You may also want to write about how it made you feel and how you feel now.

You might remember painful things when you write this. You might become angry, sad, scared or upset. Take the time you need to write everything you want to say. Make sure you are in a safe place when you do this. It may help to ask someone you trust to stay with you.

You will not get in trouble for telling what happened. You did not do anything wrong.
No one has the right to hurt or abuse you.

Do you have letters, papers or photos that show how you were harmed?

Send them with this form if you have any. You can send papers from doctors, counsellors, family, friends, support people or anyone else who knows what happened to you. And all these people can write a letter to say that you are still hurting from what happened. The letters, papers or photos can be from when you lived at Southwestern, or from after you left.

Please go to the next page.



You must sign below if you filled in Section B. You must make a solemn declaration when you sign. This means you are saying that:

- You read everything in the form before you signed it. You also read any papers you are sending with it. **[OR]** Someone helped you with the form. Before you signed, that person read you everything they wrote in the form and any papers you are sending with it.
- You believe everything you wrote in this form is true. You wrote what you know.
- If the claims office finds out that something you wrote is not true, they might not pay any money.

"I solemnly declare that this information is true."

Write the date here: _____

Sign here: _____

Print your name here: _____

You might not be finished yet.

Check the list below. Did anything on the list happen to you? You might get more money if you write about it on this form. Maybe you already wrote about things on the list. If you already wrote about them, **or**, if you write about them now, then you need to sign in front of a commissioner, Notary or lawyer.

- You were hurt so that you went or should have gone to the doctor, hospital or infirmary
- You had broken bones or an injury that lasted a long time
- You had an injury that changed how you look
- You passed out or went unconscious
- You were hurt so that you needed to rest for some days
- Someone put or tried to put something in your mouth, vagina or anus when you did not want them to

- Someone made you put or tried to make you put something in your mouth, vagina or anus
- Someone made you put or tried to make you put something in another person's mouth, vagina or anus

There is space below. You can use it to write about things on this list that happened to you. You may have already written about them. You do not need to write about them again, but you may want to add more.

Remember to sign in front of a commissioner, Notary or lawyer. Later in the form, there is information about how to find a free Commissioner, Notary or lawyer.

Now you need to take the form to a commissioner, Notary or lawyer. You will sign in front of them, and swear an oath or affirmation.

When you swear an oath, you promise to tell the truth on the Bible. Maybe you do not believe in the Bible or you do not want to use the Bible. Then you can make an affirmation. You do not use the Bible to make an affirmation. But you still promise to tell the truth. It is as serious as swearing an oath.

You will not get in trouble for writing the truth as you remember it. But it is against the law to swear or affirm something that is not true.

To find a free Commissioner, Notary or lawyer, call or email the claims office:

- Phone: 1-877-797-6678
- TTY: 1-877-627-7027
- Email: southwestern@crawco.ca

"I swear or affirm that I believe everything I wrote in this form is true."

SWORN (OR AFFIRMED) BEFORE ME

At the City of _____ in the Province of Ontario, on _____ (date)

Commissioner for Taking Affidavits _____

Sign here _____

Print your name here _____

Go to **End of Form** if you filled in this form by yourself.

If you filled in this form for someone else

Please answer these questions.

What is your name? _____

What is your address? _____

What is your telephone **or** TTY number?

What is your email address? _____

Write an X in the box or boxes if you are:

- A family member
- A support person
- A support agency. What is the name of the agency? _____
- A lawyer. What is the name of your law firm or legal clinic? _____
- The Public Guardian and Trustee
- A legal guardian or power of attorney and there has been a legal finding that the person you are helping is not capable of making his or her own decisions about money
- The executor or trustee of someone who lived at Southwestern and he or she died **after** December 29, 2008. Please attach the will or papers that make you the executor or trustee.
- Other: _____

End of Form

Now you must send it in. Check that:

- you signed Section A
- you put everything you want in Section B, and then you signed Section B
- if needed, you swore an oath or made an affirmation in front of a commissioner, Notary or lawyer.

Now read the last part.

There are some important things to know before you send the form.

You must send it by **August 5, 2014.**

You must send it by email, fax or regular mail to:

Southwestern Class Action Administrator
3-505, 133 Weber St North
Waterloo, Ontario, N2J 3G9
Fax: 1 – 888 – 842 - 1332
Email: southwestern@crawco.ca

If you do not send your form to that address by August 5, 2014, you will not get any money.

- Keep a copy of everything you send, and:
- For regular mail, write down the date you put the form in the mailbox. Keep that date with your copy.
- For fax, keep the paper that shows the date you sent the fax.
- For email, keep the email. It has the date on it.

Do **not** send the form to the Court.