

COURT SERVICES
Listing of Routine Disclosure Information
 Prepared September 12th, 2006

Unit Name	Information	Comment
Court Administration	Copies of original tickets issued (Part 3 Information, Certificate of Offence)	\$2.00 administrative fee charged per copy; \$3.50 if copy is certified.
	Copies of Motion paperwork (charter motions, etc.), including judicial orders	Same administrative fees apply.
	Copies of Notice of Appeal paperwork/documentation, including judicial orders.	Same administrative fees apply.
	Extensions of Time to Pay, including judicial orders.	Same administrative fees apply.
	Dockets – copies of pre & post court docket unless sealed by judicial order.	Same administrative fees apply.
	Re-openings – copy of application paperwork, including judicial order.	Same administrative fees apply.
		Note: With the exception of an application for an Order of Examination under the Mental Health Act, court documents relating to the Provincial Offences Act are publicly accessible, unless otherwise ordered by the Court.
Court Support	Requests for transcripts of court proceedings	Regulated fee charged by Provincial regulation.
Finance & Administration	Annual budget	Available through City's Budget Office.

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Unit Name	Information	Comment
	Financial Statements	Available through City's annual financial reports.
	Collections	Outstanding charges going to Collections.
	Council/Committee Reports	Available through Clerk's Office, or Division, or City's internet site.
Who to contact		<p>Tickets are filed in the jurisdiction (Toronto) where the offence occurred. Note that Toronto Police Services' S.T.E.M. Unit lay charges all over the city but cases are heard only at Old City Hall. In order to determine where an individual must attend, staff must have the individual site location code which is found at the top left-hand corner of the ticket. Should this information not be available, the individual can contact our general enquiry line 416-338-7320 and request a general search of the person's name in order to locate the correct courthouse. In some instances individuals may have tickets in all three court locations.</p> <p>Tickets starting with – 4860 -137 Edward Street 4862 – 2700 Eglinton Avenue West 4863 – 1530 Markham Road</p>