

Notice to Counsel / Agent / Defendant

Please be advised that the following information (unless otherwise indicated) is required in full in order to process this request. If you do not have complete and accurate information, it can be obtained from the Courts Administration office. Please ensure this form is delivered to the appropriate court location. Thank you for your co-operation.

Date: _____

Defendant **LAST** Name: _____

Defendant **FIRST** Name: _____ Initial: _____

Offences:

Offence / Ticket / P.O.T. No.: _____

Offence Date: _____

Appearance Date: _____

Courtroom: _____

Time: _____

Officer in Charge: Name: _____

Number: _____

Division: _____

Requested by: _____
(defendant / counsel / agent)

Telephone: _____

OFFICE USE ONLY

Notified by: _____

Telephone: _____

Disclosure received: Year _____ Month _____ Day _____

Signed: _____
(defendant / counsel / agent)

Remarks:
