



Provincial Offences Court

Copy Order Form

Date Ordered: _____

Cashier's Initials: _____

Date Required by: _____

Defendant Information

First and Last Name: _____

Ticket Numbers: _____

Name and Type of Charge: _____

Reason for request: _____

How many copies? _____ Certified? Yes No

Requested by: _____ Telephone No: _____

Address: _____

Email Address: _____

Further Instructions: _____

I acknowledge that the prescribed fee under the Administration of Justice Act-Ontario Reg 210/07 is \$3.50 for copies of documents requiring certification and \$1.00 for copies not requiring certification. I undertake to pay The Regional Municipality of Durham for the total costs. A minimum of 7 business days is required for processing. Someone from our office will contact you for method of payment and pick up information.

Office use only

Total Numbering of pages _____ \$1.00 (non-certified) Party Notified on: _____

Total Number of Pages _____ X\$3.50 (certified)

Total amount due: \$ _____ Clerk Initials: _____