



COBOURG

NOTICE TO DEFENDANT

HOW TO OBTAIN A COPY OF PROSECUTION EVIDENCE (DISCLOSURE)?

You may request a copy of the documents in the prosecution file (disclosure) by completing the Request for Disclosure Form (see reverse), and delivering the completed and signed form in person, by mail, or by fax to:

In Person/Mail:

Town of Cobourg
Legislative Service Department
ATTN: Town of Cobourg Municipal Prosecutor
55 King Street West
Cobourg, ON
K9A 2M2

Fax: 905-372-7558

You can choose to have disclosure emailed, mailed, faxed, or you may pick-up disclosure in person.

Requests shall only be made 1 (one) month before the scheduled Court date, to the Town of Cobourg Legislative Services Office.



COBOURG

NOTICE TO DEFENDANT

REQUEST FOR DISCLOSURE

Defendant Information:

Name of Defendant: _____

Defendant's Date of Birth: _____
MONTH DATE YEAR

Defendants Address: _____

Requested By: _____
LAST NAME FIRST NAME

DEFENDANT LAWYER PARALEGAL AGENT

Phone Number of Requestor : (_____) _____
Area code

Charge Information:

File Number: _____ CPS BY-LAW ENFORCEMENT

Charge: _____

Offence Date: _____ Court Date: _____

How do you wish to Receive Disclosure? (Choose One)

Email my disclosure to this email Address: _____; or

Mail my Disclosure to _____; or

Fax my disclosure to this fax number: _____; or

I will pick up disclosure at 55 King Street West (Victoria Hall) Cobourg ON, K9A 2M2.

***The Town cannot guarantee the confidentiality of the disclosure if it is requested to be sent by fax or email.*

Signature of Requestor _____ Date of Signature _____

Office Use Only

Date Received: _____ Date Disclosure was prepared: _____

Personal Information on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M56*, as amended. Inquires about the collection of personal information should be directed to the Municipal Clerk.