



# REQUEST FOR COPIES

CITY OF GUELPH – COURT SERVICES DIVISION

- Information
- Probation Order
- Other: \_\_\_\_\_

**Date of Request:** \_\_\_\_\_

**Defendant's Full Name:** \_\_\_\_\_

**Charge(s):** \_\_\_\_\_

**Case/Offence/File #:** \_\_\_\_\_

**Court Date:** \_\_\_\_\_

**Certified Copy?      Yes                      No**

Requested by:      Lawyer/Agent              Police              Other: \_\_\_\_\_

\_\_\_\_\_  
Name    Street Address, City, Province, Postal Code

\_\_\_\_\_  
Telephone No.    Email Address

**Reason for Request:** \_\_\_\_\_

**The prescribed fee under the *Administration of Justice Act - Ontario Reg 210/07* is \$3.50 per one-sided page for copies of documents requiring certification and \$1.00 per one-sided page for copies not requiring certification.**

Attached is a self addressed, stamped envelope                       Pickup

To be scanned and emailed electronically

**Copies are not provided on a "demand" basis. A minimum of fourteen (14) business days is required for completion of any copies and copies will be held for only fourteen (14) business days upon completion.**

I agree to pay the prescribed fee for all copies requested:

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY

Amount Owing: \$ \_\_\_\_\_

Date contacted for pick-up/emailed/mailed: \_\_\_\_\_ Clerk: \_\_\_\_\_

# of pages: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Notes: