



## York Region Court Services

### Photocopy Request Form

**\*\*Photocopy fee \$2.00 per page; Certified copy \$3.50 per page.\*\* plus GST  
Pursuant to the Administration of Justice Act, Ontario Regulation 16/00**

Certified: ☐ YES ☐ NO

Copy of: ☐ Information ☐ Probation Order ☐ Other: \_\_\_\_\_

Request Date: \_\_\_\_\_

Defendant's LAST name: \_\_\_\_\_

Defendant's FIRST name: \_\_\_\_\_

Date of Birth (YY/MM/DD): \_\_\_\_\_

Driver's License No. \_\_\_\_\_

Charges: \_\_\_\_\_

Information/Ticket Number(s): \_\_\_\_\_

Next Court Date (YY/MM/DD): \_\_\_\_\_ Conviction Date (YY/MM/DD): \_\_\_\_\_

Paid Date (YY/MM/DD): \_\_\_\_\_

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

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Copies Required by: \_\_\_\_\_ Signature: \_\_\_\_\_

☐ Mailed – upon receipt of payment ☐ Pick Up ☐ Email (non certified only)

You will be contacted by telephone/email when your copies are ready. Payment must be made before release of copy. Please note that processing this form can take up to 2 weeks.