

# REQUEST FOR DISCLOSURE

MUNICIPAL PROSECUTOR  
1<sup>st</sup> Floor, City Hall  
500 Donald Street East  
Thunder Bay, ON P7C 5K4  
Phone: (807) 625-2413  
Fax: (807) 623-5389

By making this request for disclosure, I agree to the following:

- I confirm that the information I am providing in this form is accurate, true, and is given voluntarily;
- I acknowledge that The Corporation of the City of Thunder Bay may use this information for purposes related to disclosure;
- I understand that disclosure is to be used solely for the charge(s) before the court and is not to be used, published or disseminated for any other purpose;
- If I am requesting disclosure by email, I assume all risk and liability associated with the use of email for providing disclosure.

## Defendant and Charge Information

**Defendant's Name:**

\_\_\_\_\_  
(Last name)

\_\_\_\_\_  
(First name)

**Defendant's Address:**

\_\_\_\_\_  
(Street and Number)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(Province)

\_\_\_\_\_  
(Postal Code)

**Provincial Offence Notice Number:** 4260- \_\_\_\_\_

**Date of Offence:** \_\_\_\_\_

(Year/Month/Day)

**Charge:** \_\_\_\_\_

**Enforcement Agency:**

Thunder Bay Police Service  OPP  Other \_\_\_\_\_

**Court Location:** \_\_\_\_\_

## Identity of Requester

**Choose only one:**

I am the Defendant.

I am licensed by the Law Society and have been retained by the defendant to request and receive disclosure.

\_\_\_\_\_  
(Requester's Signature)

\_\_\_\_\_  
(Paralegal/Lawyer Full Name)

**I request my disclosure be provided as follows:**

**Choose only one:**

In person at 1<sup>st</sup> floor, City Hall, 500 Donald Street East, Thunder Bay. When my disclosure is ready, call phone number \_\_\_\_\_

(Telephone Number)

Email my disclosure (To receive your disclosure by email, you **MUST** send this completed Request for Disclosure by email to [thunderbayPOA@thunderbay.ca](mailto:thunderbayPOA@thunderbay.ca) Disclosure will be sent to the requesting email address.)

## OFFICE USE ONLY

### Disclosure Prepared

Prepared by: \_\_\_\_\_ on \_\_\_\_\_

### Disclosure Notification

Notified by: \_\_\_\_\_ on \_\_\_\_\_

Called- spoke to defendant/rep

Message left \_\_\_\_\_

### Disclosure Pick-Up

Provided by: \_\_\_\_\_ on \_\_\_\_\_

Defendant

Lawyer/Paralegal