



Hamilton

# Request for Disclosure

Once you have a court date, to obtain disclosure, please complete the information below and send the request by one of the following methods. Email: [Prosecution.Disclosure@hamilton.ca](mailto:Prosecution.Disclosure@hamilton.ca), Fax: 905-546-2620, Mail: Municipal Prosecutor’s Office, c/o City Hall, 71 Main St. West, Hamilton, Ontario L8P 4Y5, or in person to: Municipal Prosecutor’s Office, 50 Main St. East, Room 156, Hamilton, Ontario.

### (\* Mandatory Information Required)

#### Defendant Information:

\*Date of Request:

\*Name:

\*Address:

\*City:

\*Province:

\*Postal Code:

\*Contact Phone #:

Fax #:

Email Address:

How would you like to receive the Disclosure? (choose one of the following methods):

Email:   
(provide email address)

Fax:   
(provide fax number)

Mail:

Will Pick Up   
(identification required)

#### Offence (Ticket) Information and Court Date:

\*What is the offence (ticket) for?

\*Info #:/Offence (Ticket) #:

\*Offence Date:

\*Is your matter set for Trial  Early Resolution  or First Appearance   
(Choose one and provide the information below)

\*Court Date:

\*Time:

\*Courtroom #:

#### Complete ONLY if disclosure is requested by someone other than Defendant. Disclosure can only be released to the Defendant, Lawyer or Licenced Paralegal.

Lawyer / Paralegal Name:

Address:

City:

Province:

Postal Code:

Phone:

Fax #:

Email Address:

A “Guide” for Defendants in Provincial Offences cases (under forms for court proceedings) and a case status update can be found on the city’s website by searching:

<https://www.hamilton.ca/streets-transportation/tickets-parking/provincial-offences-notice>