

Motion Request

Instructions

If you are unable to attend court on the date scheduled and need to change the date this procedure may allow you to reschedule your court date.

You must ascertain a date and time for your motion to be heard from the Provincial Offences Office at 519-426-5870 extension 2506 or poa@norfolkcounty.ca.

When you contact the Provincial Offences Office ensure that you are given the name and contact information of the prosecutor involved with your matter. This information will be needed when you serve the motion on the prosecutor.

The new court date is not a new date for trial. It is the date that you are bringing your motion before a Justice of the Peace. A new date for your trial will be set in court by the Justice of the Peace if your motion is granted.

You must attend the new court date you are requesting.

A copy of the Motion must be served on the prosecutor. The prosecutor may be served personally, by mail or by fax.

The original, with an Affidavit of Service, is to be filed with the Provincial Offences Office at least three (3) days prior to the new court date requested by the Defendant either in person or by mail. Do **not** sign the Affidavit of Service until you are in the presence of a commissioner. Staff members at the Provincial Offences Office are able to commission your affidavit.

The Norfolk County Provincial Offences Office is located at 185 Robinson Street, Suite 100, Simcoe, Ontario, N3Y 5L6.

Motion

Defendant: _____

Offence Number(s) and Description(s):

Offence #: _____ Description: _____

Offence #: _____ Description: _____

Offence #: _____ Description: _____

Offence #: _____ Description: _____

Offence #: _____ Description: _____

I am requesting that this matter be brought forward:

From the scheduled court date of (dd/mm/yy): _____ at 9:00 am

To the new court date of (dd/mm/yy): _____ at 9:00 am

For the following reason(s):

Requested By: _____

Date Requested (dd/mm/yy): _____

For Court Use Only

Granted

Denied

Date given to OPP (dd/mm/yy): _____

Date heard by court (dd/mm/yy): _____