

REQUEST FOR COPIES – TO BE PAID UPON REQUEST (See Instructions on reverse side)

NAME OF ACCUSED: _____
 (include any aliases) (Last Name) (First Name) (Middle Name Initial)

ACCUSED'S DATE OF BIRTH: _____ ADULT CHARGE ____ YOUTH CHARGE ____
 (year) (month) (day)

What is the copy for? Bail Review _____ Pardon _____ US Waiver _____ Other _____

What do you wish copied? ____ Recognizance ____ Information, Disposition & Fine Order ____ Peace Bond

____ Probation Order ____ Conditional Sentence Order ____ Other

Do You want the copy to be certified? ____ Yes ____ No

If charge is pending complete Section 1 – If charge is disposed complete Section 2

Section 1 – Pending Matter:

| Charge | Remand Date | Courtroom |
|--------|-------------|-----------|
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Section 2 – Disposed Matters:

| Charge | Conviction Date |
|--------|-----------------|
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Court location where charge was disposed: ____ Provincial Court, 408 York Avenue, Winnipeg
 ____ Provincial Court, 373 Broadway Avenue, Winnipeg
 ____ Youth Court – 408 York Avenue, Manitoba Youth Centre, Winnipeg
 ____ Provincial Court, Public Safety Building – 151 Princess Street, Winnipeg
 ____ Other

Date of Request _____ Name of Person Making Request _____

Address _____ Postal Code _____

Telephone Number _____ Request Taken By _____

INSTRUCTIONS

1. Print clearly the first and last name of accused/convicted person (include middle name if known.) Also include any alias (other names used by accused.)
2. Provide the date of birth.
3. If the charge(s) are still ongoing in court, provide the remand date and courtroom, if known.
4. Indicate the offences for which the accused was charged.
5. If the matter has been disposed (completely finished in court) provide the EXACT date of conviction. * see note below.)
6. Provide the location of the Court Office where charge(s) were disposed. (* See note below.)
7. Print clearly your name, telephone number, address, and the date you requested the copies.
8. Indicate whether or not you want the copy certified.
9. Indicate whether or not the copy is for bail review, a pardon, a US Waiver or other.

COST

All information must be paid upon request at the Cashier. If request is not paid, copies will not be provided.

Rush Copies - \$5.00 for first information and \$1.00 for each additional information. (Takes 3 working days or more to process.)

Bail Reviews – All bail reviews are done on a rush basis at a cost of \$1.00 per information.

*NOTE:

- All charges disposed between 1984 and 1994 are at the Government Records Centre. These files have to be ordered and therefore these requests take longer to process.
- All charges disposed prior to January 1, 2084 have been destroyed. We are unable to provide certified copies however; a letter will be issued if the conviction can be confirmed.
- If you cannot provide the date and place of conviction, please attend any Police Agency or RCMP Detachment and request a printout of your criminal record. In Winnipeg, a printout can be obtained from Winnipeg Police Service, Bureau of Police Records, 151 Princess Street, Winnipeg, MB.
- You will be contacted when your copy is ready to be picked up. They can be picked up at the Cashier counter on the Main Floor of 408 York Avenue. If you wish your copy to be mailed, please indicate this on the request form.