

PLEASE READ THE FOLLOWING PRIOR TO COMPLETING THE ATTACHED DOCUMENT.

Justices of the Peace are prohibited from giving any advice about your rights, nor can they give you any other type of legal advice, opinion or guidance. If you are seeking a legal opinion or require guidance about this process, you should seek out a lawyer or legal clinic. Please note that when you lay an information, you have the same rights and obligations as any enforcement agency and must follow the same procedure and meet the same test for issuing process.

ONCE THE ATTACHED DOCUMENT IS COMPLETE, PLEASE RETURN TO THE COURT OFFICE SERVICE COUNTER WHERE YOU WILL RECEIVE FURTHER INSTRUCTIONS ABOUT THE NEXT STEP IN THIS PROCEDURE.

IMPORTANT: THIS DOCUMENT MUST BE COMPLETED IN FULL AND LEGIBLE IN ORDER FOR ANY INFORMATION(S) TO BE PROPERLY PREPARED FOR SIGNATURE.

COMMENCING A PROCEEDING FOR A PRIVATE INFORMATION UNDER THE CRIMINAL CODE OF CANADA

As a citizen, you have the right to appear before a Justice of the Peace to lay charges against another person by swearing to an Information. A Justice of the Peace must receive the Information if it meets the statutory provisions of the *Criminal Code of Canada*.

Upon your swearing on oath to the Information outlining the charge(s), The *Criminal Code of Canada* requires that the Justice of the Peace refer the matter to a Provincial Court Judge or a designated Justice of the Peace to consider whether to issue a summons or warrant to bring the person charged before the court.

By law, the Provincial Court Judge or designated Justice of the Peace may only issue a summons or a warrant if they have heard and considered the allegations of the informant and evidence of witnesses. Also the Provincial Court Judge or designated Justice of the Peace must be satisfied that the Attorney General has received a copy of the Information and has been given reasonable notice of the hearing and an opportunity to attend the hearing to cross-examine and call witnesses and present any relevant evidence at the hearing. The hearing will not occur at the time the Information is sworn.

If the Provincial Court Judge or designated Justice of the Peace decides there are grounds to do so, a summons or, more rarely, an arrest warrant, may be issued for the accused person to compel him or her to attend in court to answer to the charge(s). *The Provincial Court Judge or designated Justice of the Peace is not required to issue any form of process to bring someone to court if they are not satisfied the allegations set forth in the evidence presented at the hearing support the charge(s).*

NOTE: This Information sheet has been prepared to provide a simple introduction to the requirements under the Criminal Code for a individual to lay a charge against another person. If you wish further advice on how the law applies in your matter, you should seek legal counsel.

I have read and understand this document.

Signature of Informant

Date

This Exhibit F referred to in the
Affidavit of Deirdre Moore

CAO-507.1 (rev. 05/09) CSB sworn before me at the City of Ottawa, this

25th day of February, 2019

[Signature]
A Commissioner for taking affidavits

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(page 1 only)

*note that page 2
was not provided. TM

Exhibit F page 1/4 *

Particulars

Name of Informant Victim : Deirdre Ann Moore

Address _____

City/Town _____ Postal Code _____

Telephone _____

Name(s) of Alleged Accused _____

Address _____

City/Town _____ Postal Code _____

Telephone _____ Date of Birth _____

Relationship of the Alleged Accused to the Informant or Victim: (i.e. spouse, neighbour, etc.)

Date _____

Location _____

I will say: _____

(Please provide sufficient details of the offence to permit an Information to be drafted)

(Use additional paper if necessary)

[illegible]

If yes, give details _____

Date _____

☐ Identification of informant confirmed by Justice of the Peace.

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☐ Part II: Directions to Court Staff (to be completed by Justice of the Peace)

Please prepare an Information for a Private Prosecution by the informant named above,
charging the accused person named above, with the offence of

against _____ committed in the City/Town of _____
in the _____ day of _____, 20____,
contrary to section _____ of the _____.

Signature of Justice of the Peace Date

☐ Part III: Directions to Court Staff (to be completed by Justice of the Peace)

Information to be laid pursuant to s. 810 of the Criminal Code of Canada.

Upon completion, return these documents to a clerk at the Criminal Court Service Area of the
Ontario Court of Justice who will arrange for you to see a Justice of the Peace as soon as
possible. If this form and statement are not complete, it may result in process not being issued
on the charge(s).

☐ Process Issued

☐ Information Declined

Signature of Judge/Judge of the Peace Date

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