

YORK REGION
APPEAL CHECKLIST for Section 135 Provincial Offences Act Appeals
(Part I or Part II proceedings by Certificate of Offence [“Ticket”])

Step 1	<p>IS THE CONVICTION DATE IS WITHIN 30 DAYS?</p> <ul style="list-style-type: none"> • if YES, go to Step 3 • if NO, go to Step 2
Step 2	<p>COMPLETE APPLICATION FOR EXTENSION OF TIME TO APPEAL and FORM TO ASSIST IN EXPLAINING THE GROUNDS FOR AN EXTENSION OF TIME</p> <ul style="list-style-type: none"> • now proceed to step 3
Step 3	<p>HAS THE FINE HAS BEEN PAID IN FULL?</p> <ul style="list-style-type: none"> • if YES, go to step 5 • if NO, go to step 4
Step 4	<p>COMPLETE APPLICATION TO FILE APPEAL WITHOUT PAYING THE FINE, the ADDITIONAL INFORMATION IN SUPPORT FORM and the ORDER FOR RECOGNIZANCE</p> <ul style="list-style-type: none"> • now proceed to step 5
Step 5	<p>COMPLETE THE NOTICE OF APPEAL and FORM TO ASSIST IN EXPLAINING THE GROUNDS OF APPEAL (MAKE 2 COPIES OF THE COMPLETED PACKAGE)</p> <ul style="list-style-type: none"> • now proceed to step 6
Step 6	<p>DID YOU HAVE A TRIAL OR PLEAD GUILTY?</p> <ul style="list-style-type: none"> • If YES, go to step 7 • If NO, go to step 8
Step 7	<p>ORDER TRANSCRIPTS OF PROCEEDINGS THAT RESULTED IN CONVICITON BY TRIAL</p> <ul style="list-style-type: none"> • The list of approved transcription agencies can be obtained at www.york.ca/transcripts or in person at the court office • Now proceed to step 8
Step 8	<p>SERVICE</p> <ul style="list-style-type: none"> • Serve the prosecution office with your Notice of Appeal and, if applicable, all Applications. Proceed to step 9 after service. 17150 Yonge St, 2nd Floor, Newmarket L3Y 8V3 (905) 898-0425 or at appeals@york.ca
Step 9	<p>FILE THE NOTICE OF APPEAL AND/OR APPLICATIONS AND TRANSCRIPT ORDER (where applicable)</p> <ul style="list-style-type: none"> • Ontario Court of Justice, 50 Eagle Street, 1st Floor, Newmarket, ON L3Y 6B1

- If you have not completed steps 1 through 8 as applicable, you might not be permitted to file your Application(s)/Appeal documents until you have done so correctly. The Court staff cannot give you any legal advice or assist in filling out your forms. Please contact a lawyer or licensed paralegal for assistance.
- After you have correctly filed your Application(s)/Appeal documents, either the prosecutor’s office will contact you or the Appeal Court will send you a notice of hearing stating the date and time your case will be heard.

Further information can be found at our website: www.york.ca/courts
www.ontariocourts.ca/oci/self-represented-parties/guide-to-appeals-in-provincial-offences-cases/guide/