

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

Step 1	IS THE CONVICTION DATE IS WITHIN 30 DAYS? <ul style="list-style-type: none"> <li>• If YES, go to Step 3</li> <li>• If NO, go to Step 2</li> </ul>
Step 2	COMPLETE APPLICATION FOR EXTENSION OF TIME TO APPEAL and FORM TO ASSIST IN EXPLAINING THE GROUNDS FOR AN EXTENSION OF TIME <ul style="list-style-type: none"> <li>• Now proceed to step 3</li> </ul>
Step 3	HAS THE FINE HAS BEEN PAID IN FULL? <ul style="list-style-type: none"> <li>• If YES, go to step 5</li> <li>• If NO, go to step 4</li> </ul>
Step 4	COMPLETE APPLICATION TO FILE APPEAL WITHOUT PAYING THE FINE, the ADDITIONAL INFORMATION IN SUPPORT FORM and the ORDER FOR RECOGNIZANCE <ul style="list-style-type: none"> <li>• Now proceed to step 5</li> </ul>
Step 5	COMPLETE THE NOTICE OF APPEAL and FORM TO ASSIST IN EXPLAINING THE GROUNDS OF APPEAL (MAKE 2 COPIES OF THE COMPLETED PACKAGE) <ul style="list-style-type: none"> <li>• Now proceed to step 6</li> </ul>
Step 6	DID YOU HAVE A TRIAL OR PLEAD GUILTY? <ul style="list-style-type: none"> <li>• If YES, go to step 7</li> <li>• If NO, go to step 8</li> </ul>
Step 7	ORDER TRANSCRIPTS OF PROCEEDINGS THAT RESULTED IN CONVICITON BY TRIAL <ul style="list-style-type: none"> <li>• The list of approved transcription agencies can be obtained at <a href="http://york.ca/transcripts">york.ca/transcripts</a> or in person at the court office</li> <li>• Now proceed to step 8</li> </ul>
Step 8	SERVICE <ul style="list-style-type: none"> <li>• Serve the prosecution office with your Notice of Appeal and, if applicable, all Applications. Proceed to step 9 after service. 465 Davis Drive, Suite 225, Newmarket L3Y 7T9 (905) 898-0425</li> </ul>
Step 9	FILE THE NOTICE OF APPEAL AND/OR APPLICATIONS AND TRANSCRIPT ORDER (where applicable) <ul style="list-style-type: none"> <li>• Ontario Court of Justice, 50 Eagle Street, 1<sup>st</sup> Floor, Newmarket, ON L3Y 6B1</li> </ul>

- 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](http://www.york.ca/courts)  
[www.ontariocourts.ca/ocj/self-represented-parties/guide-to-appeals-in-provincial-offences-cases/guide/](http://www.ontariocourts.ca/ocj/self-represented-parties/guide-to-appeals-in-provincial-offences-cases/guide/)