



United Counties of Leeds and Grenville
Provincial Offences Office
 32 Wall St., Suite 100
 Brockville, ON K6V 4R9
 T: 613-342-2357
 F: 613-342-8891
 poacourt@uclg.on.ca

ADJOURNMENT REQUEST

DEFENDANT: _____
FULL NAME AS IT APPEARS ON THE TICKET (I.E. "OFFENCE NOTICE")

TICKET/OFFENCE NUMBER: _____

CHARGE/OFFENCE: _____

SCHEDULED COURT DATE AND TIME: _____

REASON FOR ADJOURNMENT REQUEST: _____

DEFENDANT'S FULL ADDRESS: _____

DEFENDANT'S TELEPHONE CONTACT INFORMATION: _____

REQUESTED BY: _____ **DATE:** _____

Submit completed form by email to poacourt@uclg.on.ca or by fax to 613-342-8891.

Note: Please call our office the day after the scheduled court date to see if the adjournment request was granted or not.

If granted, a new court date has been determined but a new "Notice of Trial" will not be sent in the mail. Please call for new court date.

If not granted, a conviction of the charge/offence may have been rendered in the defendant's absence.

613-342-2357: OUR OFFICE HOURS ARE MONDAY TO FRIDAY 8:00 AM – 4:00 PM