

# PROVINCIAL OFFENCES

## ADMINISTRATIVE COMPLAINTS PROCESS

If you have comments or concerns and wish to file a complaint in regards to the **Administration process**:

### 1. WRITTEN COMMENT OR CONCERNS

Provide written comments and/or concerns to:

Provincial Offences Court Manager  
595 – 9<sup>th</sup> Avenue East  
Owen Sound, Ontario  
N4K 3E3

Be sure to include a return address and phone number as well as the Ticket/Information number.

### 2. PHONE

Provincial Offences Court Manager – Phone 1-519-372-0219 Ext: 1226

You may wish to have the Court Manager contact you. Please advise the Provincial Offences Court staff and provide a phone number and time that you may be reached.

### 3. IN PERSON

Please advise the Provincial Offences Court staff that you wish to meet with the Court Manager. If the Manager is not immediately available, a time will be scheduled for you.

**Please note that this is for Administration process concerns only.**

**Concerns regarding a charge or the outcome of a court case must be addressed through the Courts and Legislation – ie: Trial Request, Appeal of conviction.**

