

Draft Regulation

Code of Penal Procedure
(R.S.Q., c. C-25.1)

Form of statements of offence

Notice is hereby given, in accordance with sections 10 and 11 of the Regulations Act (R.S.Q., c. R-18.1), that the Regulation respecting the form of statements of offence, the text of which appears below, may be made by the Government upon the expiry of 45 days following this publication.

The purpose of the Draft Regulation is to adapt the Regulation respecting the form of statements of offence to the present state of computer technology. It updates the current Regulation so as to allow for different methods of generating statements of offence, either entirely in paper form or in electronic form, or in both paper and electronic form, or by transferring statements of offence drawn up in paper form into electronic form by means of digitization.

To accomplish this, the Draft Regulation proposes

— to provide for the different methods of generating a statement of offence, to identify their characteristics and to define, for each method, what will constitute the original of the statement of offence; and

— to specify the particulars contained in each of the four types of statements of offence or to adapt them to electronic form, particularly in respect of the affixing of a signature electronically.

To date, study of the matter has shown that the Draft Regulation would have the following effects:

— it would mark the beginning of computerization in penal proceedings;

— it would enable persons with cases before the court to have easier and more rapid access to their files and to communicate more rapidly and efficiently with the justice system; and

— it would reduce the risk of error in identifying defendants, offences and applicable sentences.

Further information may be obtained by contacting Ms. Jeanne Proulx, 1200, route de l'Église, 4^e étage, Sainte-Foy (Québec), G1V 4M1; telephone: (418) 646-8242; fax: (418) 643-9749; internet: mricard@riq.qc.ca (Michel Ricard).

Any interested person having comments to make concerning this matter is asked to send them in writing, before the expiry of the 45-day period, to the Minister of Justice, 1200, route de l'Église, Sainte-Foy (Québec), G1V 4M1.

PAUL BÉGIN,
Minister of Justice

Regulation respecting the form of statements of offence

Code of Penal Procedure
(R.S.Q., c. C-25.1, s. 367, par. 1; 1995, c. 51, s. 46, par. 1)

CHAPTER I METHODS OF GENERATING A STATEMENT OF OFFENCE

DIVISION I GENERAL

1. A statement of offence form is a document, either in paper form or in electronic form, containing headings, key words and pre-printed or pre-programmed texts in which spaces are provided for entering, by hand, mechanically or by computer, the compulsory and optional particulars prescribed by the Act or by this Regulation in respect of a penal proceeding.

A statement of offence form may also contain computer codes, marks or particulars, either underlying or visible, that are specific to the electronic form or are designed to ensure the security of electronic data and documentation in penal matters.

2. Depending on the context, the expression “statement of offence” refers both to the document in paper or electronic form comprised of the statement of offence form and the particulars that may be recorded therein, and to each or all of the duplicates of that document in paper or electronic form, intended respectively for the defendant, the prosecutor or the judicial authority.

3. Unless specially provided for by an act or by this Regulation, the defendant, the prosecutor and the judicial authority shall have at their disposal the same information recorded in the statement of offence in respect of a penal proceeding.

4. A return document, in paper or in electronic form, shall be attached to the defendant's statement of offence. It shall contain headings, key words and pre-printed or pre-programmed texts allowing the particulars relative to the penal proceeding, including the defendant's response, to be entered by hand, mechanically or by computer.

The return document or any other additional document in paper form bearing the defendant's response may be digitized and electronically attached or referenced to a statement of offence in electronic form.

The originals of the document bearing the defendant's response shall comply with the rules for creating the originals of statements of offence set forth in this Regulation according to the method by which they are generated.

5. Where a statement of offence contains more than one count against a single defendant, the statement of offence shall be constituted by using a separate statement of offence form of the appropriate type for each count.

Where a statement of offence contains two or more separate counts, the statement of offence forms, in paper or in electronic form, shall be cross-referenced by a designation that refers to the entire statement, and each form bearing one of those counts shall be distinguished by a specific designation.

6. Where a single charge is brought against two or more defendants in a statement of offence, a separate statement of offence form of the appropriate type shall be used for each defendant.

Where a statement of offence names two or more defendants, the statement of offence forms, in paper or in electronic form, shall be cross-referenced by a designation that refers to the entire statement, and each form for an individual defendant shall be distinguished by a specific designation.

7. The four types of statements of offence provided for in section 23 may be generated entirely in paper form or in electronic form, or partly in paper form and partly in electronic form. They may also be drawn up in paper form, then transferred into electronic form by means of digitization, and may then be converted into hard copy.

Thus a statement of offence may be in paper form, either originally or after conversion from electronic form into hard copy; a statement of offence may also be in electronic form, either originally or after digitization from the paper form.

Where a statement of offence is converted into hard copy, it results from the combination of a virtual part and a material part. The virtual part is comprised of the particulars and the pre-programmed form contained in the statement of offence or in the part of the statement of offence generated in electronic form; in case of digitization, the virtual part is comprised of the digitized form and particulars. The material part is comprised of the statement of offence form in paper form, which may be pre-printed or pre-programmed; in case of digitization, the material part is comprised of either a pre-printed or pre-programmed form or the reconstitution in paper form of the digitized form and particulars in the statement of offence.

8. A statement of offence in paper form is composed of pages, whereas a statement of offence or part thereof in electronic form is composed of computer data displayed on page screens.

The form and the particulars displayed on the page screens in a statement of offence may be electronically attached or referenced. However, the page screens in a statement of offence or the sections they contain shall be intelligible and shall be accessible on a display surface, either in whole or in part, sequentially or thematically.

DIVISION II **STATEMENT OF OFFENCE ORIGINALLY IN PAPER FORM**

9. A statement of offence originally drawn up in paper form shall contain at least two pages intended respectively for the defendant and the judicial authority. It may also contain additional pages intended for the prosecutor. A return document in a page format shall be attached to the statement of offence intended for the defendant.

The rules respecting a statement of offence originally in paper form apply to a statement of offence that contains computer entries and is signed by hand.

10. The statement of offence in paper form referred to in subparagraph 1 of the first paragraph of section 23 shall be in a format measuring 21.5 cm wide by 35.5 cm high. The statements of offence in paper form referred to in subparagraphs 2 and 3 of the first paragraph of section 23 may be in a smaller format, but may not be less than 10 cm wide by 20 cm high nor more than 21.5 cm wide by 35.5 cm high. The statement of offence in paper form referred to in subparagraph 4 of the first paragraph of section 23 shall not be less than 9 cm wide by 20 cm high nor more than 21.5 cm wide by 35.5 cm high.

The paper or the reproduction process used shall be such that the handwritten, mechanical or computer entries made on the front of the first page can be accurately reproduced on the front of each page in the statement of offence. However, the pages of the statement of offence may be signed one by one.

The headings, key words and general particulars may be pre-printed or pre-programmed. The type size of the printer or the printing press, as the case may be, shall be no smaller than 6 point.

DIVISION III STATEMENT OF OFFENCE ORIGINALLY IN ELECTRONIC FORM

11. A statement of offence may be originally generated entirely in electronic form. In such case, it is displayed on page screens containing computer data and corresponding to the front and the back of a page in a statement of offence. The same is true of the return document in a statement of offence, which in such case is displayed on page screens containing computer data and corresponding to the front and the back of a return document on a page attached to a statement of offence.

A statement of offence or a return document so generated may either remain in electronic form and be so used on a display surface, or be converted into hard copy on a pre-printed or pre-programmed statement of offence form.

12. Where a statement of offence generated in electronic form remains in that form, the computer data that constitute the form and the particulars contained in the statement of offence and that make it possible to display that form and those particulars or to convert them into hard copy are the virtual original thereof. Those data have the same force as an original when they are transmitted electronically to the defendant, the prosecutor or the judicial authority.

Where a statement of offence generated in electronic form is converted into hard copy on a pre-printed or pre-programmed form, the first hard-copy statement of offence intended for the defendant, the hard-copy statement of offence that the prosecutor may submit as evidence and the hard-copy statement of offence intended for the judicial authority have the same force as an original.

13. A part of a statement of offence may be originally generated in electronic form. The part so generated is displayed on page screens. The computer data contained on those page screens may either remain in electronic form and be so used on a display surface, or be converted into hard copy.

Where only the data contained on the page screens and corresponding to the front of a statement of offence are generated in electronic form, they shall be converted into hard copy on a statement of offence form whose front or back may be either pre-printed or pre-programmed.

A return document in the statement of offence that is generated partly in electronic form may be generated on a pre-printed or pre-programmed form.

14. Where the part of a statement of offence referred to in section 13 and generated in electronic form remains in that form, the computer data that constitute the particulars and the pre-programmed form contained in the statement of offence and that make it possible to display those particulars and that form are the virtual original thereof. Those data have the same force as an original when they are transmitted electronically to the defendant, the prosecutor or the judicial authority.

Where the part of a statement of offence generated in electronic form is converted into hard copy on a pre-printed or pre-programmed form, the first hard-copy statement of offence intended for the defendant, the hard-copy statement of offence that the prosecutor may submit as evidence and the hard-copy statement of offence intended for the judicial authority have the same force as an original.

DIVISION IV DIGITIZED STATEMENT OF OFFENCE

15. A statement of offence intended for the judicial authority and originally drawn up in paper form may be digitized. The front and the back of the form as well as the particulars contained in that statement of offence may be digitized either simultaneously or separately. In the latter case, the front of the digitized statement of offence is displayed on superimposed page screens and the back may be electronically attached or referenced to it.

Where the front of the statement of offence is digitized separately, the statement of offence may be converted into hard copy on a page that is intended to bear the reconstitution of the front of the statement and whose back may be pre-printed or pre-programmed. Where the particulars contained on the front of the statement of offence are digitized separately, the statement may likewise be converted into hard copy on a pre-printed or pre-programmed form.

The return document or any other additional document bearing the defendant's response may be entirely digitized and electronically attached or referenced to the digitized statement of offence.

16. The digitized statement of offence is intended for the prosecutor and the judicial authority. It may either remain in electronic form and be so used on a display surface, or be converted into hard copy.

17. Where a statement of offence whose form and particulars are digitized simultaneously or separately remains in electronic form, the computer data that constitute the form and the particulars contained in the statement of offence and that make it possible to display that form and those particulars or to convert them into hard copy become the virtual original thereof. Those data have the same force as an original when they are transmitted electronically to the prosecutor or the judicial authority.

In addition, where a digitized statement of offence or the digitized particulars it contains are converted into hard copy, the hard-copy statement of offence that the prosecutor may submit as evidence and the statement of offence intended for the judicial authority stand in lieu of the original.

DIVISION V **HARD-COPY STATEMENT OF OFFENCE**

18. Statements of offence generated entirely or partly in electronic form and digitized statements of offence may be converted into hard copy.

A hard-copy statement of offence is comprised of a virtual part, i.e., the particulars and the pre-programmed form, which may be digitized and which, if so digitized, constitute the part of the statement of offence in electronic form, and a material part, i.e., the part of the statement of offence form in paper form, which may be pre-printed or pre-programmed.

The same is true of the return document or the other additional documents bearing the defendant's response. In such case, the hard-copy document shall bear an attestation of hard-copy conversion like that provided for in paragraph 5 of section 25.

19. A prosecutor wishing to submit as evidence a hard-copy statement of offence may submit only the hard-copy of the front of the pages or of the computer data in the corresponding page screens in the statement. However, the prosecutor shall, if need be, make the back of the pages or the data in the corresponding page screens of the statement of offence available to the judicial authority either in paper form or in electronic form.

20. The hard-copy statement of offence intended for the defendant shall be generated in accordance with the first and third paragraphs of section 10, whether it is

converted into hard copy on a pre-printed or on a pre-programmed statement of offence form.

The hard-copy statement of offence intended for the prosecutor or for the judicial authority may be generated on pages not less than 9 cm wide by 20 cm high nor more than 21.5 cm wide by 35.5 cm high.

21. The paper used to convert into hard copy the statement of offence intended for the defendant, the statement of offence intended for the judicial authority to be kept in the court record or the statement of offence intended for the prosecutor to be used as documentary evidence shall be such that the statement can be recognized an original, either by use of paper of a special grain, or by means of a seal, an acronym, a code, a number, a mark or a distinctive indication.

22. The type size of the printer or the printing press, as the case may be, used to convert the statement of offence into hard copy shall be no smaller than 6 point.

CHAPTER II **TYPES OF STATEMENTS OF OFFENCE**

23. Four types of statement of offence may be used for proceedings in respect of offences against the provisions of statutes and regulations enacted or made in Québec:

(1) a general statement of offence with a request for sentence allowing for a greater sentence than the minimum sentence, a model for which appears in Schedule I, applies to all offences and allows a request for a greater sentence than the minimum sentence; it is intended to be remitted at the time of the offence or following a summary investigation, where the prosecutor requests a greater sentence than the minimum sentence, or to be served after an offence is committed, where a detailed investigation or special inquiry is required in respect of the offence or the sentence;

(2) a general statement of offence with a request for sentence for the minimum sentence, a model for which appears in Schedule II, applies to all offences and allows only a request for the minimum sentence; it is intended to be remitted at the time of the offence or to be served following a summary investigation;

(3) a statement of offence issued for an offence relating to the control of highway transportation, highway safety or parking violations or for an offence which a municipality is responsible for prosecuting, a model for which appears in Schedule III, is intended to be remitted at the time of the offence or to be served following the offence, in cases where the prosecutor requests the minimum sentence only; and

(4) a statement of offence issued for a parking violation, a model for which appears in Schedule IV, is intended to be remitted at the time of the offence or following it, in cases where the prosecutor requests the minimum sentence only.

A model for the front and back of the type of statement of offence provided for in subparagraph 3 of the first paragraph and bearing an attestation of hard-copy conversion appears in Schedule V.

DIVISION I

GENERAL STATEMENT OF OFFENCE WITH A REQUEST FOR SENTENCE ALLOWING FOR A GREATER SENTENCE THAN THE MINIMUM SENTENCE

24. The front of the pages or the data on the corresponding page screens in the general statement of offence with a request for sentence allowing for a greater sentence than the minimum sentence shall contain the headings, key words, texts and spaces allowing all the following particulars to be entered:

- (1) the title "Statement of Offence" and the number of the statement of offence;
- (2) the judicial district in which the proceedings are instituted;
- (3) if the statement of offence is in paper form, the court office record number; if the statement of offence is in electronic form, that number may be entered in another document electronically attached or referenced to the statement of offence;
- (4) the prosecutor's name and address;
- (5) the defendant's name and address;
- (6) a description of the offence and the minimum sentence prescribed for a first offence against the legislative provision violated;
- (7) the name, quality and signature of the issuer of the statement of offence or, as the case may be, his signature affixed electronically or the validation code for his signature so affixed, and the date on which the statement is issued;
- (8) the date and time of service of the statement of offence or the reference to the document stating that date and time;
- (9) if the statement of offence is served other than by mail, the name, quality and signature of the person who

served the statement of offence or, as the case may be, his signature affixed electronically or the validation code for his signature so affixed;

(10) a request for sentence stating the sentence and the costs requested and, where the prosecutor requests a greater sentence than the minimum sentence, the sentence requested and the reasons for the request;

(11) the defendant's plea and, in the case of a plea of guilty, mention of the fact that the greater sentence requested may be contested;

(12) the defendant's signature or, as the case may be, his signature affixed electronically or the validation code for his signature so affixed, the quality of the signatory if the defendant is a legal person, and the date of the signature; and

(13) a notice or an order relating to the offence described and provided for in the statute creating the offence.

25. The front of the pages or the data on the corresponding page screens in the statement of offence may also contain the following particulars:

- (1) the prosecutor's file number;
- (2) the defendant's birthdate;
- (3) the type of document or file and the items in the document or file that make it possible to confirm the defendant's identity;
- (4) space to indicate a change of address;
- (5) in the section concerning the conversion of the statement into hard copy:
 - (a) an attestation of hard-copy conversion;
 - (b) the name and quality of the person attesting to the hard-copy conversion and the date and exact time of conversion; and
 - (c) the signature of the person attesting to the hard-copy conversion or, as the case may be, his signature affixed electronically or the validation code for his signature so affixed;
- (6) the computer codes, marks or particulars making it possible to locate the documents electronically attached or referenced to the statement of offence; and

(7) the computer codes, marks or particulars making it possible to ensure the security of the data contained in the statement of offence.

26. The statement of offence in paper form intended for the defendant shall consist of a stub and a detachable portion. Where the statement is in electronic form, the detachable portion may be transmitted electronically, displayed or converted into hard copy separately, and it shall contain the particulars prescribed in paragraphs 11 and 12 of section 24 and, where applicable, an attestation of hard-copy conversion complying with that prescribed in paragraph 5 of section 25 and the number of the statement of offence from which that part was converted.

27. The statement of offence in paper form intended for the judicial authority shall also consist of a stub and a detachable portion. Where the statement is in electronic form, the detachable portion may be transmitted electronically, displayed or converted into hard copy separately, and it shall contain the particulars prescribed in paragraphs 10, 11 and 12 of section 24 and, where applicable, an attestation of hard-copy conversion and the number of the statement of offence from which that part was converted.

Notwithstanding the foregoing, the particulars in paper form prescribed in paragraphs 11 and 12 of section 24 may be replaced in the detachable portion by a statement of offence service report, which shall also be detachable. Where that portion is in electronic form, it may be transmitted electronically, displayed or converted into hard copy separately. In such case, the number of the statement of offence shall be entered in the part of the statement of offence concerning the request for sentence and in the part of the statement of offence concerning the service report and, where applicable, the hard-copy portion of the statement of offence shall contain an attestation of hard-copy conversion.

28. The back of the pages or the data on the corresponding page screens in the statement of offence shall contain at least the headings, key words, texts and spaces allowing the following to be entered:

- (1) a description of the general purpose of a statement of offence;
- (2) a description of the procedural steps entailed either by transmitting or failing to transmit a plea or by indicating an intent to contest the greater sentence requested;
- (3) the place to which the defendant must transmit the plea and, in the case of a plea of guilty, the place to

which he must transmit either the total amount of the fine and the costs requested or notice of his intent to contest the greater sentence requested;

(4) the deadline by which the defendant must transmit the plea and, in the case of a plea of guilty, the deadline by which he must transmit either the total amount of the fine and the costs requested or notice of his intent to contest the greater sentence requested;

(5) the procedure for payment of the total amount of the fine and the costs requested;

(6) mention of the fact that preliminary applications may be made; and

(7) the right to counsel.

The back of the pages or the data on the corresponding page screens in the statement of offence shall indicate the place or the telephone number at which the defendant may obtain additional information concerning the statement of offence.

The back of the pages may also contain a section for explanation of the codes and acronyms and, depending on the type of payment required in the request for sentence, may contain one or more of the following:

- (1) a box where a cashier's stamp may be affixed attesting that a payment has been received;
- (2) a payment receipt form;
- (3) a record or an attestation of an electronic transaction; and
- (4) the reference to the document attesting to the receipt of a payment.

DIVISION II

GENERAL STATEMENT OF OFFENCE WITH A REQUEST FOR THE MINIMUM SENTENCE

29. The front of the pages or the data on the corresponding page screens in the general statement of offence with a request for the minimum sentence shall contain the headings, key words, pre-printed or pre-programmed texts and spaces allowing the following particulars to be entered:

- (1) in the page header:
 - (a) the title "Statement of Offence" and the number of the statement of offence;

(b) the judicial district in which the proceedings are instituted;

(c) if the statement of offence is in paper form, the court office record number; if the statement of offence is in electronic form, that number may be entered in another document electronically attached or referenced to the statement of offence; and

(d) the prosecutor's name and address;

(2) in the section concerning identification of the defendant, his or its name and address and the following optional particulars:

(a) mention of whether the defendant is a legal or natural person and, in the latter case, whether male or female;

(b) the defendant's birthdate; and

(c) the type of document or file and the items in the document or file making it possible to confirm the defendant's identity, and the province or state of origin of the document or file;

(3) in the section concerning the offence:

(a) the reference to the legislative provisions creating the offence alleged to have been committed;

(b) a description of the offence;

(c) the date on which the offence was committed; and

(d) the time at which the offence was committed, if relevant to the charge;

(4) in the section concerning the place where the offence was committed:

(a) the place where the offence is alleged to have been committed; and

(b) the location code of that place, if relevant to the charge;

(5) in the section concerning the sentence:

(a) the amount of the minimum sentence and the minimum costs prescribed by law for the offence; and

(b) the total amount of the fine and the costs requested by the prosecutor;

(6) in the section concerning the attestation of the facts and service of the statement of offence:

(a) the attestation of the facts by the person who issued the statement of offence;

(b) the name and quality of the person attesting to the facts and, if the person is a peace officer, his number;

(c) mention of the fact that that person did not serve the statement of offence;

(d) mention of the fact that service is made at the time the offence was committed or following it;

(e) how service was made;

(f) the name and quality of the person serving the statement of offence or mention of the fact that he is the same person as the person attesting to the facts;

(g) the date and time of service or the reference to the document indicating the date and time of service; and

(h) the signature of the person attesting to the facts and of the person serving the statement of offence or, as the case may be, their respective signatures affixed electronically or the validation codes for their signatures so affixed; where the attestation and service are made by the same person, mention of that fact and that person's signature for the attestation of the facts and for service or, as the case may be, his signature affixed electronically or the validation code for his signature so affixed;

(7) in the section concerning the conversion of the statement of offence into hard copy, the particulars prescribed in paragraph 5 of section 25;

(8) the computer codes, marks or particulars making it possible to locate the documents electronically attached or referenced to the statement of offence; and

(9) the computer codes, marks or particulars making it possible to ensure the security of the data contained in the statement of offence.

30. The back of the pages or the data on the corresponding page screens in the statement of offence shall contain at least the headings, key words, texts and spaces allowing the particulars prescribed in section 28 to be entered, except for the particulars concerning the request for a greater sentence than the minimum sentence prescribed in subparagraphs 2, 3 and 4 of the first paragraph of that section.

31. The front of the pages or the data on the corresponding page screens of the return document in the statement of offence shall contain the headings, key words, pre-printed or pre-programmed texts and spaces allowing the following particulars to be entered:

- (1) the number of the statement of offence;
- (2) the defendant's plea;
- (3) the defendant's signature or, as the case may be, his signature affixed electronically or the validation code for his signature so affixed, and the date of the signature;
- (4) the request for sentence indicating the minimum sentence and costs prescribed by law as well as the total amount of the fine and the costs requested;
- (5) the place to which the defendant must transmit the plea and, in the case of a plea of guilty, the place to which he must transmit the total amount of the fine and the costs requested;
- (6) the deadline by which the defendant must transmit the plea and, in the case of a plea of guilty, the deadline by which he must transmit the total amount of the fine and the costs requested;
- (7) the date of service of the statement of offence; and
- (8) the sum actually paid.

32. The back of the pages or the data on the corresponding page screens of the return document in the statement of offence may, depending on the type of payment required, contain one or more of the following:

- (1) a box where a cashier's stamp may be affixed attesting that a payment has been received;
- (2) a payment receipt form;
- (3) a record or an attestation of an electronic transaction; and
- (4) the reference to the document attesting to the receipt of a payment.

DIVISION III

STATEMENT OF OFFENCE ISSUED FOR AN OFFENCE RELATING TO THE CONTROL OF HIGHWAY TRANSPORTATION, HIGHWAY SAFETY OR PARKING VIOLATIONS OR FOR AN OFFENCE WHICH A MUNICIPALITY IS RESPONSIBLE FOR PROSECUTING

33. The statement of offence referred to in this Division shall also make it possible, where necessary, to serve a notice of the type prescribed in

- (1) sections 577 and 578 of the Highway Safety Code (R.S.Q., c. C-24.2);
- (2) section 79 of the Act respecting transportation by taxi (R.S.Q., c. T-11.1);
- (3) section 90 of the Act respecting truck transportation (R.S.Q., c. C-5.1);
- (4) section 77.1 of the Transport Act (R.S.Q., c. T-12);
- (5) article 1140*d* of the Charter of the City of Montreal (1959-1960, c. 102); and
- (6) article 602*a* of the Charter of the City of Québec (1929, c. 95).

34. The front of the pages or the data on the corresponding page screens in the statement of offence issued for an offence relating to the control of highway transportation, highway safety or parking violations or for an offence which a municipality is responsible for prosecuting shall contain the headings, key words, texts and spaces allowing the following particulars to be entered:

- (1) in the page header:
 - (a) the title "Statement of Offence" and the number of the statement;
 - (b) the notice issued with the statement of offence;
 - (c) the judicial district in which the proceedings are instituted;
 - (d) if the statement of offence is in paper form, the court office record number; if the statement of offence is in electronic form, that number may be entered in another document electronically attached or referenced to the statement of offence; and

(e) the prosecutor's name and address;

(2) in the section concerning identification of the defendant, his or its name and address and the following optional particulars:

(a) his place of residence and whether he is a non-resident;

(b) mention of whether the defendant is a legal or natural person and, in the latter case, whether male or female;

(c) his birthdate; and

(d) the type of document or file and the items in the document or file making it possible to confirm the defendant's identity, and the province or state of origin of the document or file;

(3) in the section concerning the vehicle, the registration number or, where applicable, the temporary registration number, and the following optional particulars:

(a) the year of expiry of the registration or the expiry date of the right to travel and the province or state that issued the registration; and

(b) the make, model and year of the vehicle, its declared number of axles and its declared net weight;

(4) in the section concerning the offence:

(a) the reference to the legislative provisions creating the offence alleged to have been committed;

(b) a description of the offence;

(c) the date on which the offence was committed and, if relevant, the time at which it was committed;

(d) specification of the recorded speed, recorded weight and authorized weight, speed zone, the means of interception and, where applicable, mention of the fact that the offence is alleged to have been committed during a thaw period; and

(e) for information purposes, the demerit points corresponding to the alleged offence;

(5) in the section concerning the place where the offence was committed:

(a) the place where the offence is alleged to have been committed; and

(b) specification of the vehicle's position in relation to that place;

(6) in the section concerning the driver, his name, if he is not the defendant identified in the section referred to in paragraph 2, and the following optional particulars:

(a) his birthdate;

(b) the type of document or file, the items in the document or file making it possible to confirm the driver's identity and the province or state of origin of the document or file; and

(c) the name of the carrier employing the driver;

(7) in the section concerning the sentence:

(a) the minimum sentence and costs prescribed by law;

(b) the total amount of the fine and the costs requested by the prosecutor; and

(c) other requests allowed by law;

(8) in the section concerning the attestation of the facts and service of the statement of offence, the particulars prescribed in paragraph 6 of section 29;

(9) in the section concerning the conversion of the statement of offence into hard copy, the particulars prescribed in paragraph 5 of section 25; and

(10) the computer particulars prescribed in paragraphs 6 and 7 of section 25.

35. The back of the pages or the data on the corresponding page screens in the statement of offence shall consist of two sections containing at least the headings, key words, texts and spaces allowing the following particulars to be entered:

(1) in the section concerning the notice:

(a) the obligations arising from the fact that a notice has been received;

(b) the consequences of compliance or non-compliance with the notice received;

(c) certification of the fact that the defendant has complied with the notice issued by a peace officer;

(d) the date of the certification;

(e) the peace officer's signature or, as the case may be, his signature affixed electronically or the validation code for his signature so affixed, the officer's number and mention of the police force to which he belongs; and

(f) in addition, where it is generated in electronic form, the part of the section concerning the notice bearing certification of compliance may be, as required, transmitted electronically to the police force to which the officer who signed it belongs or converted into hard copy on a pre-printed or pre-programmed certification of compliance form intended for the defendant; in such case, the number of the statement of offence bearing the notice issued to the defendant and, where applicable, the attestation of hard-copy conversion of the certification whose contents are prescribed in subparagraphs *c*, *d* and *e* of this paragraph shall be added to the particulars contained in the certificate of compliance; and

(2) in the section concerning the statement of offence:

(a) the particulars prescribed in section 28, other than those relating to a request for a greater sentence than the minimum sentence prescribed in subparagraphs 2, 3 and 4 of the first paragraph of that section; and

(b) general information on demerit points.

36. The front of the pages or the data on the corresponding page screens of the return document in the statement of offence shall consist of three sections containing the headings, key words, pre-printed or pre-programmed texts and spaces allowing the following particulars to be entered:

(1) in the section concerning the notice:

(a) certification of the fact that the defendant has complied with the notice issued by a peace officer;

(b) the date of certification;

(c) the peace officer's signature or, as the case may be, his signature affixed electronically or the validation code for his signature so affixed, the officer's number and mention of the police force to which he belongs; and

(d) in addition, where it is generated in electronic form, the part of the section concerning the notice bearing certification of compliance may be, as required, transmitted electronically to the police force to which the officer who signed it belongs or converted into hard copy on a pre-printed or pre-programmed certification of compliance form intended for the defendant; in such case, the number of the statement of offence bearing the

notice issued to the defendant and, where applicable, the attestation of hard-copy conversion of the certification whose contents are prescribed in subparagraphs *a*, *b* and *c* of this paragraph shall be added to the particulars contained in the certificate of compliance;

(2) in the section concerning the plea:

(a) the number of the statement of offence;

(b) the defendant's plea;

(c) the defendant's signature or, as the case may be, his signature affixed electronically or the validation code for his signature so affixed, and the date of the signature; and

(d) optional mention of the possibility of providing explanations; and

(3) in the section concerning the request for sentence and payment:

(a) the minimum sentence and costs prescribed by law as well as the total amount of the fine and the costs requested;

(b) other requests allowed by law;

(c) the place to which the defendant must transmit the plea and, in the case of a plea of guilty, the place to which he must transmit the total amount of the fine and the costs requested;

(d) the date of service of the statement of offence; and

(e) the sum actually paid.

37. The back of the pages or the data on the corresponding page screens of the return document in the statement of offence may, depending on the type of payment required, contain one or more of the following:

(1) a box where a cashier's stamp may be affixed attesting that a payment has been received;

(2) a payment receipt form;

(3) a record or an attestation of an electronic transaction; and

(4) the reference to the document attesting to the receipt of a payment.

DIVISION IV
STATEMENT OF OFFENCE ISSUED FOR
A PARKING VIOLATION

38. The front of the pages or the data on the corresponding page screens in the statement of offence issued for a parking violation shall contain the headings, key words, texts and spaces allowing the following particulars to be entered:

(1) in the page header:

(a) the title “Statement of Offence” and the number of the statement of offence;

(b) the judicial district in which the proceedings are instituted;

(c) the prosecutor’s name and address; and

(d) the fact that the vehicle owner will be identified as the defendant, and the defendant’s name and address if known at the time the statement of offence is served;

(2) in the section concerning the vehicle:

(a) the vehicle’s registration number or, where applicable, the temporary registration certificate number, the name and address of the holder of the certificate and the province or state that issued the registration;

(b) the make and model of the vehicle; and

(c) the place to which the vehicle has been towed, where applicable;

(3) in the section concerning the time and the place at which the offence was committed:

(a) the date and time when the offence was committed;

(b) the place where the offence is alleged to have been committed;

(c) specification of the vehicle’s position in relation to that place;

(d) the parking control sign; and

(e) the number of the parking meter;

(4) in the section concerning the offence, a description of the offence;

(5) in the section concerning the sentence:

(a) the minimum sentence and costs;

(b) the total amount of the fine and the costs requested by the prosecutor; and

(c) other requests allowed by law;

(6) in the section concerning the attestation of the facts and service of the statement of offence, the particulars prescribed in paragraph 6 of section 29;

(7) in the section concerning the conversion of the statement of offence into hard copy, the particulars prescribed in paragraph 5 of section 25; and

(8) the computer particulars prescribed in paragraphs 6 and 7 of section 25.

39. The back of the pages or the data on the corresponding page screens in the statement of offence shall contain at least the headings, key words, texts and spaces allowing the particulars prescribed in section 28 to be entered, except for the particulars concerning the request for a greater sentence than the minimum sentence prescribed in subparagraphs 2, 3 and 4 of the first paragraph of that section.

40. The front of the pages or the data on the corresponding page screens of the return document in the statement of offence shall contain the headings, key words, texts and spaces allowing the following particulars to be entered:

(1) in the page header, the following particulars:

(a) the number of the statement of offence;

(b) the name of the judicial district;

(c) the prosecutor’s name;

(d) the vehicle’s registration number or, where applicable, the temporary registration certificate number, and the province or state that issued the registration, as well as the make and model of the vehicle;

(e) the date on which the offence was committed;

(f) the request for sentence; and

(g) the date and time of service of the statement of offence; and

(2) in the section concerning the plea and payment:

(a) the defendant’s plea of guilty;

(b) the defendant's signature or, as the case may be, his signature affixed electronically or the validation code for his signature so affixed, the date of the signature and the quality of the signatory if the defendant is a legal person;

(c) the place to which the defendant must transmit the plea or the place where payment must be made and the deadline by which the plea must be transmitted and the payment made;

(d) the consequences of paying the total amount of the fine and the costs requested; and

(e) the sum actually paid.

41. The back of the pages or the data on the corresponding page screens of the return document in the statement of offence shall contain the headings, key words, texts and spaces allowing the following particulars to be entered:

(1) the defendant's plea of not guilty;

(2) the defendant's name, address and signature or, as the case may be, his signature affixed electronically or the validation code for his signature so affixed;

(3) the date on which the plea is signed;

(4) the make and model of the vehicle and the vehicle's registration number;

(5) the place to which the defendant must transmit the plea and the deadline by which he must transmit it to the place indicated;

(6) optional mention of the possibility of providing explanations; and

(7) depending on the type of payment required, one or more of the following:

(a) a box where a cashier's stamp may be affixed attesting that a payment has been received;

(b) a payment receipt form;

(c) a record or an attestation of an electronic transaction; and

(d) the reference to the document attesting to the receipt of a payment.

CHAPTER III TRANSITIONAL AND FINAL

42. This Regulation replaces the Regulation respecting the form of statements of offence, made by Order in Council 1019-93 dated 14 July 1993.

43. Statement of offence forms pre-printed in accordance with the provisions of the Regulation respecting the form of statements of offence, made by Order in Council 1019-93 dated 14 July 1993, may continue to be used to generate statements of offence originally in paper form.

44. This Regulation comes into force on the fifteenth day following the date of its publication in the *Gazette officielle du Québec*.

STATEMENT OF OFFENCE

Penal proceedings are instituted by means of a statement of offence and commence at the time the statement is served.

TRANSMISSION OF PLEA

You are required to transmit your plea of guilty or not guilty within **30 days** following the date on which the statement of offence is served on you by mail, by bailiff, by peace officer or by such other means as may be authorized by a judge. If the defendant is a legal person, one of its directors or other officers is required to sign. The signatory must indicate his quality.

PLEA OF GUILTY AND PAYMENT

If you plead guilty to the offence alleged, use the detachable portion of the statement of offence to:

- enter your plea, and
- pay the whole amount of the fine and costs requested.

The plea and the payment must be transmitted to the address indicated on the back of the detachable portion.

A defendant who pleads guilty must transmit the whole amount requested; if he fails to do so, an additional amount of costs may be required.

Payment may be made in Canadian funds by cheque or postal order made out to the Minister of Finance. Payment in cash is not recommended.

A defendant who transmits the whole amount of the fine and costs requested without entering a plea is deemed to have transmitted a plea of guilty.

If the defendant has transmitted or is deemed to have transmitted a plea of guilty without indicating his intention to contest the sentence requested, he is deemed to have been convicted of the offence.

PLEA OF NOT GUILTY

If you plead not guilty to the offence or guilty with the intention to contest the greater sentence than the minimum sentence requested, use the detachable portion of the statement of offence to:

- enter your plea, and
- return it to the address indicated on the back.

The defendant will receive from the clerk of the court of competent jurisdiction a notice of the place, date and time fixed to try the proceeding or to hear the contestation of the sentence.

FAILURE TO TRANSMIT A PLEA

A defendant who does not transmit a plea or the whole amount of the fine and costs requested is deemed to have transmitted a plea of not guilty, and the proceeding will be tried and judgment rendered without further notice.

PRELIMINARY APPLICATIONS

To provide for your defence, you may make, together with your plea of not guilty, the preliminary applications provided for in articles 168 to 186 of the Code of Penal Procedure.

RIGHT TO COUNSEL

You have a right to counsel before transmitting a plea or making a preliminary application.

Information

Return mailing address for
plea and any payment

SCHEDULE II
(s. 23, 1st par., subpar. 2)

STATEMENT OF OFFENCE

Judicial district
Court office: record No.
Prosecutor

A Defendant	1- Mr. 2- Mrs. 3- Legal person <input type="checkbox"/>	Surname	
		Given name(s)	
	Address Apt.		
	Locality		
	Province/State	Postal code	<input type="checkbox"/> Minor
Confirmation of Identity			

B Offence	Statute / Regulation	
	Section	Code
	Description of offence	
	Date of offence (Y-M-D)	
	Time (H-M)	

C Place	Place	
	Location	Zone

D SENTENCE	Minimum sentence	Costs	<input type="text"/>	\$ Amount requested						
	\$ +	\$ =								\$

E	ATTESTATION			SERVICE		
	I, the undersigned, attest that I have personally observed the facts mentioned in			I remitted <input type="checkbox"/> when the offence was committed		
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C and I have reasonable grounds to believe that the offence described in B has been committed.			<input type="checkbox"/> after the offence was committed a duplicate of the statement of offence:		
				<input type="checkbox"/> to the defendant <input type="checkbox"/> to the driver <input type="checkbox"/> in a conspicuous place on the vehicle <input type="checkbox"/> otherwise:		
	Name (in block letters)			Name (in block letters) <input type="checkbox"/> Same as attestation		
	Peace officer	Officer's number	Unit	Peace officer	Officer's number	Unit
	Person responsible for Quality enforcement of the law			Person responsible for Quality enforcement of the law		
	<input type="checkbox"/> I did not remit a duplicate of the statement of offence <input type="checkbox"/> I observed the facts and served a duplicate of the statement of offence (only one signature required below)			Date of service	Time (H-M)	
Signature			Y	M	D	
Signature			Signature			

* CR-86A (83-07)

DEFENDANT

STATEMENT OF OFFENCE

Penal proceedings are instituted by means of a statement of offence and commence at the time the statement is served.

TRANSMISSION OF PLEA

You are required to enter a plea of guilty or not guilty within **30 days** following the date of service indicated in the part entitled **SERVICE** in Section E of the statement of offence or in the reference document identified in that same part of Section E.

If the defendant is a legal person, one of its directors or other officers is required to sign. The signatory must indicate his quality.

PLEA OF GUILTY AND PAYMENT

If you plead guilty to the offence alleged, use the return form attached hereto in order to:

- enter your plea, and
- pay (*in Canadian funds*) the whole amount of the fine and costs requested.

The plea and the payment may be transmitted to the address indicated on the return form or to.....

Payment may be made by cheque or postal order made out to.....

Unless the whole amount of the fine and costs requested is transmitted together with this plea, additional costs may be imposed.

If the defendant transmits a plea of guilty, he is deemed to have been convicted of the offence.

PLEA OF NOT GUILTY

If you plead not guilty to the offence, enter your plea on the return form attached hereto. Your plea must be transmitted to the address indicated on the return form.

You will be notified by the clerk of the court of competent jurisdiction of the place, date and time fixed for trial of the proceeding.

FAILURE TO TRANSMIT A PLEA AND THE WHOLE AMOUNT REQUESTED

A defendant who does not transmit a plea or the whole amount of the fine and costs requested is deemed to have transmitted a plea of not guilty. In such a case, the proceeding will be tried and judgment rendered without further notice.

PRELIMINARY APPLICATIONS

To provide for your defence, you may make, together with your plea of not guilty, the preliminary applications provided for in articles 168 to 186 of the Code of Penal Procedure.

RIGHT TO COUNSEL

You have a right to counsel before transmitting a plea or making a preliminary application.

Information

RETURN FORM

PLEA

IMPORTANT: CONCERNING THE CONSEQUENCES OF THIS PLEA, SEE BACK OF THE STATEMENT OF OFFENCE

TO THE INFRACTION DESCRIBED IN PART B OF THE STATEMENT OF OFFENCE

No. _____, I PLEAD:

Guilty Not guilty
(If you wish to provide explanations, write them below)

Y M D

Signature _____ Date _____

If address has changed
 indicate new address _____

Postal code _____

Return mailing address
for plea and any payment

REQUEST FOR SENTENCE

Minimum sentence	Costs	
\$ +	\$ =	Amount requested

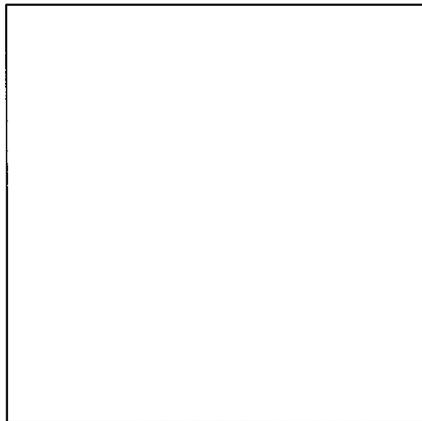
\$

Sum paid

Date of service

Y	M	D

CASHIER'S STAMP



SCHEDULE III
(s. 23, 1st par., subpar. 3)

STATEMENT
OF OFFENCE

Judicial district	NOTICE (.....) <input type="checkbox"/> SEE BACK
Court office: record No.	
Prosecutor	

A Defendant	1-Mr. <input type="checkbox"/> 2-Mrs. <input type="checkbox"/> 3-Legal person <input type="checkbox"/>	Surname
		Given name(s)
	Address Apt.	
	Locality	
	Province / State	Postal code <input type="checkbox"/> Non-resident <input type="checkbox"/> Minor <input type="checkbox"/>
Confirmation of identity		Province / State

B Vehicle	Registration <input type="checkbox"/> Temporary	Expiry	Province / State	Make
	Model	Year	Declared axes	Declared net weight kg

C Offence	<input type="checkbox"/> Highway Safety Code <input type="checkbox"/> Other statute or regulation Title:			
	Section Code	Code	Defendant code	Vehicle code
	Description of offence		Speed recorded km/h	Speed limit km/h
			By 1-Radar <input type="checkbox"/> 2-Vehicle <input type="checkbox"/> 3-Air <input type="checkbox"/>	Weight recorded kg
			Weight authorized kg	
	Date of offence (Y-M-D)	Time from to	Demerit points	Thaw period <input type="checkbox"/>

D Place	Place	1-Facing Side 2-Near 1-North 3-Opposite 2-South 4-Inters. 3-East 5-Behind 4-West
	Highway Direction Location Unit	

E	Driver - Surname (if different from "A")	Given name(s)
	Confirmation of identity	Province / State

F SENTENCE	Minimum sentence	Costs	\$ +	\$ =	<input type="text"/>	\$ (Amount requested)					
-----------------------------	------------------	-------	------	------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	-----------------------

G	ATTESTATION		SERVICE				
	I, the undersigned, attest that I have personally observed the facts mentioned in		remitted <input type="checkbox"/> when the offence was committed <input type="checkbox"/> after the offence was committed				
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E		a duplicate of the statement of offence: <input type="checkbox"/> to the defendant <input type="checkbox"/> to the driver <input type="checkbox"/> in a conspicuous place on the vehicle <input type="checkbox"/> otherwise:				
	and I have reasonable grounds to believe that the offence described in C has been committed.		Name (in block letters) <input type="checkbox"/> Same as attestation				
	Name (in block letters)		Name (in block letters) <input type="checkbox"/> Same as attestation				
	Peace officer	Officer's number	Unit	Peace officer	Officer's number	Unit	
	Person responsible for enforcement of the law	Quality		Person responsible for enforcement of the law	Quality		
	<input type="checkbox"/> I did not remit a duplicate of the statement of offence		Date of service	Y	M	D	Time (H-M)
	<input type="checkbox"/> I observed the facts and served a duplicate of the statement of offence (only one signature required below)		Signature				

NOTICE (.....)

Compliance

If you have received a notice, you can remedy the offence alleged in the statement of offence. You have to perform the necessary repairs or corrections or have them performed and to present proof of compliance with the notice to any peace officer.

The statement of offence that was issued to you with a notice becomes void if you provide the required proof to a peace officer within the time indicated.

Non-compliance

If you do not comply with the law, you must answer the charge made against you in the statement of offence. You have 30 days from the expiry of the period granted to you in which to enter a plea of guilty or not guilty.

STATEMENT OF OFFENCE

Penal proceedings are instituted by means of a statement of offence and commence at the time the statement is served.

TRANSMISSION OF PLEA

You are required to enter a plea of guilty or not guilty within 30 days following the date of service indicated in the part entitled SERVICE in Section G of the statement of offence or in the reference document identified in that same part of Section G.

If the defendant is a legal person, one of its directors or other officers is required to sign. The signatory must indicate his quality.

PLEA OF GUILTY AND PAYMENT

If you plead guilty to the offence alleged, use the return form attached hereto in order to:

- enter your plea, and
- pay (in Canadian funds) the whole amount of the fine and costs requested.

The plea and the payment may be transmitted to the address indicated on the return form or to.....

Payment may be made by cheque or postal order made out to.....

Unless the whole amount of the fine and costs requested is submitted together with this plea, additional costs may be imposed.

If the defendant transmits a plea of guilty, he is deemed to have been convicted of the offence.

PLEA OF NOT GUILTY

If you plead not guilty to the offence, enter your plea on the return form attached hereto. Your plea must be transmitted to the address indicated on the return form.

You will be notified by the clerk of the court of competent jurisdiction of the place, date and time fixed for trial of the proceeding.

FAILURE TO TRANSMIT A PLEA AND THE WHOLE AMOUNT REQUESTED

A defendant who does not transmit a plea or the whole amount of the fine and costs requested is deemed to have transmitted a plea of not guilty. The proceeding will then be tried and judgment rendered without further notice.

DEMERIT POINTS

Demerit points are indicated on the statement of offence solely for your information. It is the responsibility of the Société de l'assurance automobile du Québec to record the demerit points in the defendant's file.

PRELIMINARY APPLICATIONS

To provide for your defence, you may make, together with your plea of not guilty, the preliminary applications provided for in articles 168 to 186 of the Code of Penal Procedure.

RIGHT TO COUNSEL

You have a right to counsel before transmitting a plea or making a preliminary application.

Information

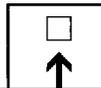
TO BE USED BY THE PEACE OFFICER WHEN VERIFYING COMPLIANCE WITH A NOTICE (.....).

I certify that I have determined that the required repairs or corrections have been performed in compliance with the law.

_____	_____	_____
Signature	Officer's No. / Rank	
_____	_____	_____
Date (Y-M-D)	District Unit	Police force CRPQ

DEFENDANT

RETURN FORM



1 NOTICE (.....) IF CHECKED

ISSUED BY

**TO BE USED BY THE PEACE OFFICER WHEN
VERIFYING A NOTICE**

I certify that I have determined that the required repairs or
corrections have been performed in compliance with the law.

Y M D

Unit / District / Police force / CRPQ

Date

Signature

Officer's No. / Rank

**The officer must forward the proof of compli-
ance to the police force that issued the notice.**

2 PLEA

**IMPORTANT: CONCERNING THE CONSEQUENCES OF
THIS PLEA, SEE BACK OF THE STATEMENT OF OFFENCE**

**TO THE INFRACTION DESCRIBED IN PART C OF THE
STATEMENT OF OFFENCE**

No., I PLEAD:

Guilty

Not guilty
*(if you wish to provide explanations,
attach them to the return form)*

Y M D

Signature

Date

If address has changed,
indicate new address

Postal code

**Return mailing address
for plea and any payment**

3 REQUEST FOR SENTENCE

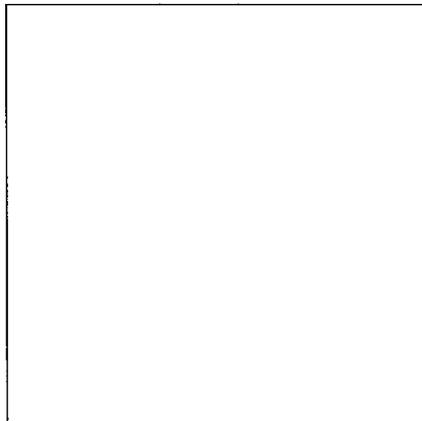
Minimum sentence Costs Amount
\$ + \$ = \$ requested

Sum paid

Date of service

Y M D

CASHIER'S STAMP



SCHEDULE IV
(s. 23, 1st par., subpar. 4)
CANADA **STATEMENT**
PROVINCE OF QUÉBEC **OF OFFENCE**

Judicial district

Prosecutor	
Defendant	Owner to be Identified

Payment: See return form

Vehicle	Registration	Province / State	Make	Model
	Temporary registration certificate		Towing / Vehicle towed to	
	Summary		Given name(s)	
	Address			
Place	Time of offence		Date of offence (Y M D)	
	From	to		
	District	Parking control sign	Parking meter No.	
	Place			1-Facing Side 2-Near 1-North 3-Opposite 2-South 4-Inters. 3-East 5-Behind 4-West
	Highway	Direction	Location	Unit
Description of offence				
\$	SEN- TENCE	Sentence requested		Costs
		Minimum sentence \$ +	\$ =	Amount requested
<input type="checkbox"/> Towing costs of _____ have been added if this box is checked off.				
ATTESTATION		SERVICE		
I, the undersigned, attest that I have personally observed the facts mentioned in this statement of offence and I have reasonable grounds to believe that the offence described above has been committed.		I remitted <input type="checkbox"/> when the offence was committed <input type="checkbox"/> after the offence was committed a duplicate of the statement of offence: <input type="checkbox"/> in a conspicuous place on the vehicle <input type="checkbox"/> otherwise:		
Name (in block letters)		Name (in block letters) <input type="checkbox"/> Same as attestation		
Person responsible for Quality enforcement of the law		Person responsible for Quality enforcement of the law		
<input type="checkbox"/> I did not remit a duplicate of the statement of offence <input type="checkbox"/> I observed the facts and served a duplicate of the statement of offence (only one signature required below)		Date of service		Time (H-M)
Signature		Signature		

* CR-644A (60-07)

DEFENDANT

Penal proceedings are instituted by means of a statement of offence and commence at the time the statement is served.

Take note that you are required to enter a plea of guilty OR not guilty with regard to this statement of offence.

IF YOU PLEAD GUILTY TO THE OFFENCE ALLEGED, you must pay the whole amount of the fine and costs requested as indicated on the front or you may be liable for an additional amount of costs. If you pay the whole amount of the fine and costs, you will be deemed to have transmitted a plea of guilty.

YOU MAY MAKE YOUR PAYMENT no later than **30 days** following service of this statement of offence. The date of service is indicated in the part entitled **SERVICE** in the statement of offence or in the reference document identified in that same part. You must use the return form attached hereto or make payment at the following location:

INSTRUCTIONS FOR PAYMENT:

- 1 - Do not send cash by mail.
Make payment to the order of:

- 2 - Write your name in block letters and the number of the statement of offence on the back of your cheque or money order.

- 3 - The cancelled cheque or money order serves as your receipt.

IF YOU PLEAD NOT GUILTY TO THE OFFENCE ALLEGED, use the back of the return form attached to this statement of offence.

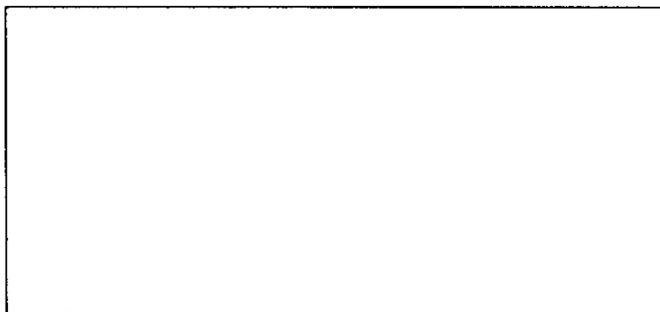
Your plea and your explanations, if any, must be sent no later than **30 days** following service of this statement of offence. The date of service is indicated in the part entitled **SERVICE** in the statement of offence or in the reference document identified in that same part.

A defendant who does not transmit a plea or the whole amount of the fine and costs requested is deemed to have transmitted a plea of not guilty, and the proceeding will be tried and judgment rendered without further notice.

In addition, you have the right to make a preliminary application.

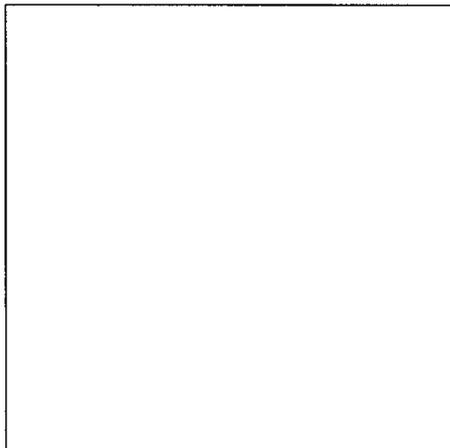
You have the right to counsel.

INFORMATION



Plea of not guilty			
To enter a plea of not guilty, you must fill out this part.			
<input type="checkbox"/> I plead not guilty	Signature		
Surname (<i>In block letters</i>)	Given name(s)		
No. and street	Apt.		
City			
Province	Postal code	Date (Y-M-D)	
Registration	Province / State	Make	Model
<p>You may also provide explanations concerning the offence alleged; your explanations will be examined and you will be notified of the decision either to maintain or to withdraw the statement of offence issued against you. The number of the statement of offence appears below.</p> <p>If the statement is maintained, you will be notified by the clerk of the court having competent jurisdiction of the place, date and time fixed for trial of the proceeding.</p> <p>If you wish to provide explanations, write them here, or attach an extra page.</p>			
<p>This plea of not guilty must be sent, no later than 30 days following service of this statement of offence, to the following address:</p> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">Return mailing address for plea</p>			

CASHIER'S STAMP



SCHEDULE V
(s. 23, 2nd par.)

Statement
of offence

Judicial district		NOTICE	
Court office: record No.		[] (.....)	
Prosecutor			
A	Defendant	1- Mr. <input type="checkbox"/> Surname - Given name(s)	
		2- Mrs. <input type="checkbox"/>	
3- Legal person <input type="checkbox"/>		Address	
Confirmation of identity <input type="checkbox"/>		Province/State	Non-resident <input type="checkbox"/>
B	Vehicle	Registration	Temporary <input type="checkbox"/> Expiry
		Province / State	
Make		Model	Year
Declared axles		Declared net weight kg	
C	Offence	Title of statute or regulation	
		Section	Code
Defendant code		Vehicle code	
Description of offence			
Speed recorded by:		Speed recorded km/h	Speed limit km/h
Weight recorded		Weight authorized kg	
Date of offence (Y-M-D)		Time	Dement points
Thaw period			
D	Place	1-Facing <input type="checkbox"/>	3-Opposite <input type="checkbox"/>
		2-Near <input type="checkbox"/>	4-Inters. <input type="checkbox"/>
5-Behind <input type="checkbox"/>		Side	1-North <input type="checkbox"/>
			2-South <input type="checkbox"/>
3-East <input type="checkbox"/>		4-West <input type="checkbox"/>	
Place			
Highway		Direction	Location
Unit			
E	Driver	1- Driver <input type="checkbox"/> Surname - Given name(s)	
		2- Carrier <input type="checkbox"/>	
3- Same as defendant <input type="checkbox"/>		Confirmation of identity <input type="checkbox"/>	
		Province/State	
F	SENTENCE	Minimum sentence	Costs
		\$ +	\$ =
		\$	Total amount requested
G	Attestation	I, the undersigned, attest that I have personally observed the facts mentioned in and I have reasonable grounds to believe that the offence described in C has been committed.	
		I did not remit a duplicate of the statement of offence when the offence was committed. <input type="checkbox"/>	
Name		Officer's number	
1 - Peace officer <input type="checkbox"/>		2 - Other <input type="checkbox"/>	
Quality		Unit	
Validation code			
H	Service	I remitted a duplicate of the statement of offence:	Date of service (Y-M-D)
		when the offence was committed <input type="checkbox"/>	Time(H-M)
after the offence was committed <input type="checkbox"/>		When served by mail, see notice of receipt or delivery or other document enclosed.	
to the defendant <input type="checkbox"/>		to the driver <input type="checkbox"/>	
in a conspicuous place on the vehicle <input type="checkbox"/>		otherwise <input type="checkbox"/>	
Name		Officer's number	
1 - Peace officer <input type="checkbox"/>		2 - Other <input type="checkbox"/>	
Quality		Unit	
Validation code			
I	Conversion	I attest that this document is true to its duplicate in electronic form.	
		Authorized person	Name
Quality		Date (Y-M-D)	
Validation code		Time (H-M-S)	

(Reference)

DEFENDANT

NOTICE (.....)

Compliance

If you have received a notice, you can remedy the offence alleged in the statement of offence. You have to perform the necessary repairs or corrections or have them performed and to present proof of compliance with the notice to any peace officer.

The statement of offence that was issued to you with a notice becomes void if you provide the required proof to a peace officer within the time indicated.

Non-compliance

If you do not comply with the law, you must answer the charge made against you in the statement of offence. You have **30 days** from the expiry of the period granted to you in which to enter a plea of guilty or not guilty.

STATEMENT OF OFFENCE

Penal proceedings are instituted by means of a statement of offence and commence at the time the statement is served.

TRANSMISSION OF PLEA

You are required to enter a plea of guilty or not guilty within **30 days** following the date of service indicated in the part entitled **SERVICE** in Section H of the statement of offence or in the reference document identified in that same part of Section H.

If the defendant is a legal person, one of its directors or other officers is required to sign. The signatory must indicate his quality.

PLEA OF GUILTY AND PAYMENT

If you plead guilty to the offence alleged, use the return form attached hereto in order to:

- enter your plea, and
- pay (in Canadian funds) the whole amount of the fine and costs requested.

The plea and the payment may be transmitted to the address indicated on the return form or to

Payment may be made by cheque or postal order made out to

Unless the whole amount of the fine and costs requested is submitted together with this plea, additional costs may be imposed.

If the defendant transmits a plea of guilty, he is deemed to have been convicted of the offence.

PLEA OF NOT GUILTY

If you plead not guilty to the offence, enter your plea on the return form attached hereto. Your plea must be transmitted to the address indicated on the return form.

You will be notified by the clerk of the court of competent jurisdiction of the place, date and time fixed for trial of the proceeding.

FAILURE TO TRANSMIT A PLEA AND THE WHOLE AMOUNT REQUESTED

A defendant who does not transmit a plea or the whole amount of the fine and costs requested is deemed to have transmitted a plea of not guilty. The proceeding will then be tried and judgment rendered without further notice.

DEMERIT POINTS

Demerit points are indicated on the statement of offence solely for your information. It is the responsibility of the Société de l'assurance automobile du Québec to record the demerit points in the defendant's file.

PRELIMINARY APPLICATIONS

To provide for your defence, you may make, together with your plea of not guilty, the preliminary applications provided for in articles 168 to 186 of the Code of Penal Procedure.

RIGHT TO COUNSEL

You have a right to counsel before transmitting a plea or making a preliminary application.

Information

CONFIRMATION OF IDENTITY (Sections A and E)	
Definition of codes (examples):	
P = Driver's licence No.	C = CTQ permit No.
D = Date of birth	U = US-DOT No. (U.S.)
E = Québec business No.	I = ICC No. (U.S.)
T = Carrier's No. (province)	A = Other (specify in report)

TO BE USED BY THE PEACE OFFICER WHEN VERIFYING COMPLIANCE WITH A NOTICE (.....).

I certify that I have determined that the required repairs or corrections have been performed in compliance with the law.

Signature	Officer's No. / Rank
Date (Y-M-D)	District Unit Police force CRPQ

DEFENDANT