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| Windsor_Logo_Grey_Blue.jpg | **Provincial Offences Office Windsor / Essex**401 - 400 City Hall Square East,Windsor ON N9A 7K6Telephone number: 519-255-6555poa.tickets@citywindsor.ca |

**Virtual POA First Appearance / Set Date List**

|  |  |  |  |
| --- | --- | --- | --- |
| Court Date: (m/d/y) |  | Courtroom: |  |
|  |  |  |  |
| Counsel’s Name: | **,**  | Year of Call: |  |
|  | Surname, First Initial |  |  |
|  |  |  |  |
| Counsel / Agent Appearing to speak to the matter: | **,** |
|  |  | Surname, First Initial |  |
|  |  |  |  |
| Paralegal’s Name: | **,** | Year P1 Licence Issued: |  |
|  | Surname, First Initial |  |  |
|  |  |  |  |
| Appearing by: | [ ]  Video | If appearing by video please enter the courtroom with your name and year of call as your identifier. Ex. JONES-2010 |
| [ ]  Audio ONLY | If appearing by audio only please provide your call-in telephone number below so the courtroom can identify you. |
|  |
| Telephone Number (if appearing by teleconference): |  |
|  |  |
| Notes: Priority (i.e. other court commitments today, if applicable): |
|  |

Please list Defendants in alphabetical order by Surname, Given name...

| Defendants Name(Surname, Given) | Information Numbers(list all) | Other Case Identifier(Agency Name) |
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| ex. SMITH, Joe | 21-7143 | MTO |
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Please note this form must be returned to poa.tickets@citywindsor.ca by no later than 11am the business day before the expected court date. Please use the following subject line format when submitting your form: Court Date – Last Name:

Example: Monday, March 15, 2021 - Jones