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| Windsor_Logo_Grey_Blue.jpg | **Provincial Offences Office Windsor / Essex**  401 - 400 City Hall Square East,  Windsor ON N9A 7K6  Telephone number: 519-255-6555  [poa.tickets@citywindsor.ca](mailto:poa.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) |
| --- | --- | --- |
| ex. SMITH, Joe | 21-7143 | MTO |
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Please note this form must be returned to [poa.tickets@citywindsor.ca](mailto: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