

**Ministry of the Attorney General**

Crown Attorney

City of Ottawa

Court House  
161 Elgin Street, Suite #3045  
Ottawa ON K2P 2K1  
Telephone: (613) 239-1200  
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**Ministère du Procureur général**

Procureur de la Couronne

Ville d'Ottawa

Palais de justice  
161, rue Elgin, Pièce 3045  
Ottawa, ON K2P 2K1  
Téléphone: (613) 239-1200  
Télécopieur: (613) 239-1214



***Notice to Accused Person:  
Obtaining Information about Your Case***

**If you have been charged with a criminal offence AND YOU DO NOT HAVE A LAWYER / ARE SELF-REPRESENTED:**

- Please contact the Crown Attorney's office where you were charged to obtain your Crown Screening Form, the disclosure (information about your case), and to make an appointment with an assistant Crown Attorney to discuss your case.
- You may contact the Crown Attorney's office by email or by telephone:
  - Email [VirtualCrownOttawa@ontario.ca](mailto:VirtualCrownOttawa@ontario.ca)
  - Phone 613 239 1200
- When you contact the Crown Attorney's office, be prepared to provide:
  - your full name
  - your date of birth
  - a list of your charges
  - the police occurrence number (found on your release papers)
  - your email address, telephone number; and mailing address

Please also advise whether you have a secure email address where you can receive disclosure.

- This information is required so the Crown can provide you with disclosure on an ongoing basis.
- In some cases, you may also be asked to provide identification or other information confirming your identity, because the Crown must ensure that disclosure is released to the correct person.
- You may also wish to contact **Legal Aid Ontario** who will tell you if you qualify for a government funded lawyer. Their number is 1-800-668-8258.

**IF YOU HAVE A LAWYER:**

- Contact your lawyer and stay in touch to make sure that you are aware of all future court dates, new disclosure materials received, and other details of your case.