

Attention: Prosecutor's Office

Re: Offence Number:
 Offence Date:

This is a request for full disclosure in the above referenced matter, including a copy of the following information, if available:

- The notes of any and all officers involved in the issuance of the above referenced offence notice, typed if not legible, as well as an explanation of any shorthand used.
- Statements made by the defendant.
- Both sides of the officer's copy of the offence notice.
- Any photographic or video evidence taken.

Re: Witnesses

If any witness statements were taken in relation to the issuance of the above referenced offence notice, kindly provide:

- The identify and contact information of all witnesses.
- Copies of all witness statements, including an explanation of any shorthand used in the taking of said statements.

Re: Speed Measuring Device

Information is sought about any device used to measure speed used in support of the issuance of the above referenced offence notice. Such information includes, but is not necessarily limited to, the following:

- The make, model, serial number, purchase date, software version and copy of any log of repairs conducted on the device.
- A copy of the:
 - Operating manual.
 - Calibration log for the day on which the above referenced offence notice was issued.
 - Officer's training record or certificate of qualification specific to the device used to measure speed.

This information is needed in order to make a full answer and defence to the charge. If any of the aforementioned is unavailable, kindly advise as to why. Please be advised that this information is required in anticipation of the next court date, presently scheduled for

Sincerely,

