

**Ministry of the Attorney General**

Court Services Division  
Office of the Assistant Deputy  
Attorney General

McMurtry-Scott Building  
720 Bay Street, 2<sup>nd</sup> Floor  
Toronto ON M7A 2S9  
**Tel.:** 416 326-2611  
**Fax.:** 416 326-2652

**Ministère du Procureur général**

Division des services aux tribunaux  
Bureau de la Sous-procureure générale  
adjointe

Édifice McMurtry-Scott  
720, rue Bay, 2<sup>e</sup> étage  
Toronto ON M7A 2S9  
**Tél. :** 416 326-2611  
**Téléc. :** 416 326-2652

Our Reference #: A-2020-113

**MEMORANDUM TO:** Richard Stubbings  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division  
Ministry of the Solicitor General

**FROM:** Sheila Bristo  
Assistant Deputy Attorney General  
Court Services Division

**DATE:** May 26, 2020

**SUBJECT:** **New Process for Ordering Appearance Notice (Form 9)**

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The Memorandum is to provide all police services with new instructions on how to place orders for the Appearance Notice (Form 9) from the new print vendor.

Effective immediately, police services may place orders for the Appearance Notice (Form 9) (adult and youth versions) from the Ontario Shared Services (OSS). OSS is the *new print vendor* for the Court Services Division. Forms are no longer being ordered from Data CM.

Please find attached the instructions for ordering the Appearance Notice (Form 9) from OSS and the documents that are required to place an order. When making an order, services should consider placing bulk orders rather than many smaller orders throughout the year. The Court Services Division will be paying for the order and delivery of the Appearance Notice (Form 9).

For any questions about this process, please contact Mike Rottman, Forms Specialist (Court Services Division, Program Management Branch) ([mike.rottman@ontario.ca](mailto:mike.rottman@ontario.ca)).

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in blue ink, reading "Sheila Bristo". The signature is fluid and cursive, with a long horizontal stroke extending from the end of the name.

Sheila Bristo  
Assistant Deputy Attorney General  
Court Services Division

attachments