

APPLICABLE AUX PROCUREURS AGISSANT DEVANT LES COURS MUNICIPALES

**ANNEXE 3  
TRADUCTION – LETTRE TYPE D'AVERTISSEMENT**

(Date)

(Name and address)

**RE:**                   **Program for the non-judicial treatment of certain criminal offences committed by adults**  
                         **Police Force:** [REDACTED]  
                         **Event No.:** [REDACTED]  
                         **Non-judicial file:** [REDACTED]

(Ms. or Mr.),

We received a complaint against you and, upon careful consideration of the case, we have concluded that there is sufficient evidence to institute criminal proceedings against you with respect to the following offence:

- Occurred on (date): [REDACTED]
- Location: [REDACTED]
- Nature of the offence: [REDACTED]
- *Criminal Code* section (*Cannabis Act* or *YCJA*): [REDACTED]

However, we believe that under all of the circumstances of the case, you are eligible for the program for the non-judicial treatment of certain criminal offences committed by adults (program).

Therefore, criminal proceedings will not be instituted against you for this offence. You can disregard any appearance notice or undertaking that you may have received, and you do not have to report to a police station for fingerprinting.

However, be advised that if you commit another criminal offence in the next 5 years, this case will be taken into account in determining whether you may be eligible for the program again.

You have the right to refuse the application of the program. In that case, please advise us in writing within 14 days of the present letter. You may then be prosecuted.

Please note that the complainant and the police force will be informed of this decision.

Lastly, we remind you that you have the right to consult an attorney of your choosing.

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Name and coordinates of the criminal  
and penal prosecuting attorney

APPLICABLE AUX PROCUREURS AGISSANT DEVANT LES COURS MUNICIPALES

**ANNEXE 4**  
**TRADUCTION – LETTRE TYPE D'AVIS**  
**(ORDONNANCE DE PROBATION)**

(Date)

(Name and address)

**RE:**                    **Program for the non-judicial treatment of certain criminal offences committed by adults**  
                             **Probation order**  
                             **Case file:**

(Ms. or Mr.),

In the above mentioned file, you received a probation order to pay the sum of \$ (amount), at the court clerk of the (place) courthouse, in an interval of (delay).

The delay has now expired. Be advised that if your payment is not made without further delay, you will be charged with the crime of not complying with a probation order under section 733.1 of the *Criminal Code*. You may pay by certified check or mail order made out to the minister of Finance, or in cash directly to the court clerk.

Lastly, we remind you that you have the right to consult an attorney of your choosing.

Please act accordingly.

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Name and coordinates of the criminal  
and penal prosecuting attorney

APPLICABLE AUX PROCUREURS AGISSANT DEVANT LES COURS MUNICIPALES

**ANNEXE 5**  
**TRADUCTION – LETTRE TYPE D’AVIS**  
**(PRISE D’EMPREINTES DIGITALES)**

(Date)

(Name and address)

**RE:**           **Program for the non-judicial treatment of certain criminal offences committed by adults**  
                  **Fingerprinting**  
                  **Police Force:** [REDACTED]  
                  **Case file:** [REDACTED]

(Ms. or Mr.),

For the purposes of the *Identification of Criminals Act*, you were ordered to report on the (date), for fingerprinting in the above mentioned file.

We have been informed that you did not comply with this court order (appearance notice, summons or undertaking). In doing so, you committed an offence under subsection (145(3)b or 145(4)b) of the *Criminal Code*.

Be advised that you will face criminal charges unless you report to (place), at the latest (date). You can present yourself (from DAY to DAY between TIME and TIME); you must present this letter when reporting for fingerprinting.

Lastly, we remind you that you have the right to consult an attorney of your choosing.

Please act accordingly.

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Name and coordinates of the criminal  
and penal prosecuting attorney

APPLICABLE AUX PROCUREURS AGISSANT DEVANT LES COURS MUNICIPALES

**ANNEXE 6**  
**TRADUCTION – LETTRE TYPE AU PLAIGNANT**

(Date)

(Name and address of the complainant)

**RE:**                   **Program for the non-judicial treatment of certain criminal offences committed by adults**  
                          **Police Force:** [REDACTED]  
                          **Event No.:** [REDACTED]  
                          **Non-judicial file:** [REDACTED]

(Ms. or Mr.),

You have filed a complaint in the above mentioned file. We wish to inform you that, upon careful consideration of the case, we have concluded that there is sufficient evidence to institute criminal proceedings with respect to the following offence:

- Occurred on (date): [REDACTED]
- Location: [REDACTED]
- Nature of the offence: [REDACTED]
- *Criminal Code* section (*Cannabis Act* or *YCJA*): [REDACTED]

However, we believe that under all of the circumstances of the case, the alleged offender is eligible for the program for the non-judicial treatment of certain criminal offences committed by adults and, consequently, we are informing you that no criminal charges will be brought against that person.

The program mentioned in the previous paragraph has been in place since January 1<sup>st</sup>, 1995. It was especially created because experience has shown that it is possible to put an end to certain illegal activities without the absolute necessity to set the judicial system in motion.

It is appropriate to mention that it is not a matter of “decriminalizing” the related offence or diminishing the responsibility of the offender. Therefore, the offender has been informed in a warning letter that this decision will be taken into account if he or she were to commit another criminal offence in the next 5 years.

You can contact the undersigned for any additional information, which contact information appears below.

Thank you for cooperating with the administration of justice.

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Name and coordinates of the criminal  
and penal prosecuting attorney

APPLICABLE AUX PROCUREURS AGISSANT DEVANT LES COURS MUNICIPALES

**ANNEXE 7**  
**TRADUCTION – LETTRE TYPE À L'AVOCAT DE L'ACCUSÉ (OU À L'ACCUSÉ SI NON**  
**REPRÉSENTÉ) POUR BÉNÉFICIER DU PROGRAMME APRÈS DÉPÔT D'UNE**  
**DÉNONCIATION**

(Date)

(Name and address of the attorney or name and address of the accused)

**RE:**                   **Program for the non-judicial treatment of certain criminal offences committed**  
                          **by adults**  
                          **Police Force:** [REDACTED]  
                          **Event No:** [REDACTED]  
                          **Judicial File:** [REDACTED]

M<sup>e</sup> (Ms. or Mr.),

A complaint has been lodged against your client (against you) and, upon careful consideration of the case, we have initiated criminal proceedings against your client (you) with respect to the following offence:

- Occurred on (date): [REDACTED]
- Location: [REDACTED]
- Nature of the offence: [REDACTED]
- *Criminal Code* section (*Cannabis Act* or *YCJA*): [REDACTED]

According to the information we have, the case of your client (your case) returns before the Court on (date), courtroom (number), of (location).

However, although the prosecution remains justified, we consider that under all of the circumstances of the case (your case), your client (you) could be eligible for the program for the non-judicial treatment of certain criminal offences committed by adults (program).

Therefore, if your client gives (you give) us written notice before his (your) next appearance in Court, using the form enclosed, and he agrees (you agree) the case to be processed in compliance with the program, the criminal and penal prosecuting attorney will terminate the criminal proceedings against your client (you). If you fail to complete this form in due time, the proceedings will take their normal course.

Furthermore, if your client agrees (you agree) the case to be processed in compliance with the program, your client (you) will receive a warning letter informing him (her) (you) that if he (she) (you) were to commit another criminal offence in the next 5 years, we will take into account this case to decide whether your client (you) may be eligible for the program again.

Please note that the complainant and the police force will be informed of this decision.

(In closing, we remind you that you have the right to consult an attorney of your choosing.)

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Name and coordinates of the criminal  
and penal prosecuting attorney

APPLICABLE AUX PROCUREURS AGISSANT DEVANT LES COURS MUNICIPALES

## ANNEXE 8

TRADUCTION – FORMULE TYPE DE CONSENTEMENT AU TRAITEMENT NON JUDICIAIRE  
D'UN DOSSIER APRÈS DÉPÔT D'UNE DÉNONCIATION

(Name and address of the accused)

Police Force:

Event No:

Judicial File:

I, undersigned, (name), am aware of the charges made against me pursuant to section(s) (numbers) of the *Criminal Code* (*Cannabis Act* or *YCJA*) and I want my case to be processed in accordance with the program for the non-judicial treatment of certain criminal offences committed by adults (program). I understand that the proceedings will be terminated, the title in which the reference appears. Furthermore, I am aware of the implications arising from the implementation of the program.

Insofar as some goods has been seized in my possession relating to this case, I consent my goods to be disposed in compliance with the Act and according to the submission of the criminal and penal prosecuting attorney.

\_\_\_\_\_  
Signature of the accused\_\_\_\_\_  
Date

APPLICABLE AUX PROCUREURS AGISSANT DEVANT LES COURS MUNICIPALES

**ANNEXE 9**

**TRADUCTION – LETTRE TYPE D'AVERTISSEMENT APRÈS DÉPÔT D'UNE DÉNONCIATION**

(Date)

(Name and address of the accused)

**RE:**                    **Program for the non-judicial treatment of certain criminal offences committed by adults**  
                         **Police Force:** [REDACTED]  
                         **Event No:** [REDACTED]  
                         **Non-Judicial File:** [REDACTED]

(Ms. or Mr.),

We received a complaint against you and, upon careful consideration of the case, we have initiated criminal proceedings against you with respect to the following offence:

- Occurred on (date): [REDACTED]
- Location: [REDACTED]
- Nature of the offence: [REDACTED]
- *Criminal Code* section (*Cannabis Act* or *YCJA*): [REDACTED]

However, although the prosecution remains justified, we inform you that under all of the circumstances of your case, and as you consent your case to be processed in accordance with the program for the non-judicial treatment of certain criminal offences committed by adults (program), we end the criminal proceedings relating to your offence.

Therefore, you can disregard any appearance notice or undertaking that you may have received, and you do not have to report to a police station for fingerprinting or appear before the Court on the date that has been set.

However, be advised that if you commit another criminal offence in the next 5 years, this case will be taken into account in determining whether you may be eligible for the program again.

Please note that the complainant and the police force will be informed of this decision.

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Name and coordinates of the criminal  
and penal prosecuting attorney

APPLICABLE AUX PROCUREURS AGISSANT DEVANT LES COURS MUNICIPALES

**ANNEXE 10**  
**TRADUCTION – LETTRE TYPE AU PLAIGNANT APRÈS DÉPÔT D'UNE DÉNONCIATION**

(Date)

(Name and address of the complainant)

**RE:**                   **Program for the non-judicial treatment of certain criminal offences committed by adults**  
                          **Police Force:** [REDACTED]  
                          **Event No:** [REDACTED]  
                          **Non-Judicial File:** [REDACTED]

(Ms. or Mr.),

Following the complaint you have filed in the above mentioned file, we have initiated criminal proceedings with respect to the following offence:

- Occurred on (date): [REDACTED]
- Location: [REDACTED]
- Nature of the offence: [REDACTED]
- *Criminal Code* section (*Cannabis Act* or *YCJA*): [REDACTED]

However, although the prosecution remains justified, we believe that under all of the circumstances of the case, the alleged offender is eligible for the program for the non-judicial treatment of certain criminal offences committed by adults (program). Consequently, we are informing you that no criminal charges will be brought against that person.

The program mentioned in the previous paragraph has been in place since January 1<sup>st</sup>, 1995. It was especially created because experience has shown that it is possible to put an end to certain illegal activities without the absolute necessity to set the judicial system in motion.

It is appropriate to mention that it is not a matter of “decriminalizing” the related offence or diminishing the responsibility of the offender. Therefore, the offender has been informed in a warning letter that this decision will be taken into account if he or she were to commit another criminal offence in the next 5 years.

You can contact the undersigned for any additional information, which contact information appears below.

Thank you for cooperating with the administration of justice.

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Name and coordinates of the criminal  
and penal prosecuting attorney

cc: (Name of the investigator), investigator – (Police Force)