



# DISCLOSURE REQUEST - MUNICIPAL BYLAW Defence Counsel/Self-Represented

L 703 (R2020-07)

\* Mandatory Field

1st Request     2nd Request     3rd Request

### I am requesting disclosure on the following matter:

\* Name of Accused    Last Name     First Name     Middle Name

Date of Birth    Month     Day     Year

\* Offence(s)    Offence 1    Ticket/Docket Number     Bylaw     \* Court Date    MM-DD-YYYY      a.m.     p.m.

Offence 2    Ticket/Docket Number     Bylaw     \* Court Date    MM-DD-YYYY      a.m.     p.m.

Offence 3    Ticket/Docket Number     Bylaw     \* Court Date    MM-DD-YYYY      a.m.     p.m.

### CONTACT INFORMATION

\* Name     \* Phone Number   
If none, enter N/A

Address

City     Province     Postal Code

\* Email     \* Prefer to be contacted by     Phone     Email     Mail  
If none, enter N/A

### Additional Notes

### IMPORTANT NOTES:

- Disclosure can take a minimum of two weeks to prepare.
- You may submit this form in person to Law, 12th Floor, Calgary Municipal Building, 800 Macleod Trail S.E. or by fax to 403-268-4634.
- To fill out our web form, please go to: [www.calgary.ca/disclosure](http://www.calgary.ca/disclosure)
- You will be notified by your preferred method of contact when disclosure is ready for pick up.
- Please pick up your disclosure package from the Visitor Management Centre on the Main Floor of the Calgary Municipal Building, 800 Macleod Trail S.E., during business hours Monday - Friday, 8:00 a.m. - 4:30 p.m.
- **Please note that disclosure must be picked up and signed for in person by yourself or someone appointed on your behalf in writing. One piece of picture ID must be provided when picking up disclosure.**

Name of Applicant	Date of Request (MM-DD-YYYY)
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Your personal information is being collected, used and/or disclosed for the purpose of responding to your request for disclosure of records related to the offences you have identified above, and to notify you when these records are available to be picked up. This information is collected pursuant to section 33(c) of the Freedom of Information and Protection of Privacy Act of Alberta. If you have any questions about this collection, use, and/or disclosure, please contact: Prosecutions – Disclosure Assistant, Law, Legal Services, The City of Calgary, Floor 12, Municipal Building F-2, 800 Macleod Tr. S.E. P.O. Box 2100, Station M, Mail code: #8053, Calgary, AB T2P 2M5 or by phone at (403) 268-2441.