

CANADA  
PROVINCE DE QUÉBEC  
DISTRICT DE GATINEAU

COUR MUNICIPALE  
MRC DES COLLINES-DE-L'OUTAOUAIS

Case or Statement of offence No.: \_\_\_\_\_

- Directeur des poursuites criminelles et pénales
- MRC des Collines-de-l'Outaouais
- Municipality of:

\_\_\_\_\_  
Prosecution

\_\_\_\_\_  
Defendant

**VIDEO CONFERENCE PROCEEDINGS REQUESTED BY:**

- DEFENDANT                      EMAIL ADDRESS: \_\_\_\_\_
- WITNESS                              EMAIL ADDRESS: \_\_\_\_\_
- PROSECUTION

**Trial date and time:** \_\_\_\_\_ **Trial location:** \_\_\_\_\_

**Nature of the offence:** \_\_\_\_\_

Application grounds: \_\_\_\_\_

**To be granted a video conference hearing, YOU MUST:**

- Have a computer or a static laptop and a TEAMS connection that allows the various participants to hear and see you throughout the trial;
- Provide your email address for TEAMS connection: \_\_\_\_\_
- Be available from the time indicated on the notice of hearing or on the subpoena and join the TEAMS meeting at that time;
- Commit to be available for (4) hours following the time set on the summons. When the tribunal is ready to hear the case, the parties will be connected to the courtroom;
- Respect all the *Municipal Courts Regulation* concerning dress code and decorum in a courtroom;
- Sign and return this form **at least (10) days before the hearing date.**

**YOU CANNOT:**

- Call witnesses in evidence and / or file exhibits for the defence;
- Chew gum, wear sunglasses, record, film or take photos of the session, be accompanied by a person in a room, have animals or allow visual distractions.

**If one of the aforementioned conditions is not respected, the court may take all decisions relating to the case, including pronouncing a judgment in your absence.**

\_\_\_\_\_  
Signature of the requesting party

\_\_\_\_\_  
Date

For the use of the opposing party only

**CONSENT OF THE OPPOSING PARTY:**

YES

NO

Grounds for refusal: _____

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

For the use of the tribunal only

**DECISION**

- Granted**
- Refused**
- Incomplete application**
  - Following information missing:** \_\_\_\_\_
- ORDERS to proceed by TEAMS**
- ORDERS all parties to be present for the trial**

\_\_\_\_\_

**Juge**

\_\_\_\_\_

**Date**