



City of Courtenay MUNICIPAL TICKET INFORMATION DISPUTE FORM

Please mail, fax, email, or drop this dispute form off in person within **14 calendar days** from the date of ticket issuance.

For more information visit www.courtenay.ca/mti

City of Courtenay Bylaw Services

830 Cliffe Avenue Courtenay, B.C. V9N 2J7

Tel: 250 334-4441 Fax: 250-334-4241

Email: info@courtenay.ca

I dispute the charges indicated within the Municipal Ticket Information. Please complete the following:

TICKET NUMBER (from the top right corner on the face of the ticket):

FULL NAME (Please print clearly):

Mailing Address:

City:

Province:

Postal Code:

Daytime Phone #:

Email:

Date of Offense:

Bylaw Name:

Section of Offense:

By signing below, I confirm the following:

1. I have completed this application in full.
2. If I do not provide these details, the notice of dispute may not provide sufficient information, and I may be deemed not to have disputed the described offense.

Applicant Signature:

Date:

HOW MUCH TIME DO I HAVE TO DISPUTE?

If you wish to dispute, you have up to 14 days from the Date of Service shown on the face of your ticket to deliver, have delivered, or mail in your notice of dispute. Your notice of dispute must be postmarked on or before the 14th day from the date of service of your ticket.

WHAT HAPPENS AFTER MY NOTICE OF DISPUTE HAS BEEN RECEIVED?

You will receive notice in the mail from the Provincial Court Registry informing you of the time and location of your hearing. If you do not attend the Court on the indicated date, the ticket will be treated as not disputed, you will be deemed to have pled guilty to the offense charged and the fine amount will be immediately payable.

Office Use
Only:

Reviewed by:

Date:

Notes: