**Issuing of Legal Documents**

**Background:**

Bylaw staff and Bylaw enforcement officers are called upon to serve legal documents on a daily basis. These legal documents consist of City Bylaw Tickets, Summons’ and Subpoenas. Bylaw staff and Bylaw Enforcement Officers are responsible for the processing of these documents for submission to Court Services. It is imperative that legal documents be completed accurately and dealt with expediently so as not to lose jurisdiction. Delays caused by lost jurisdiction cause the city and the court system unnecessary work and expense.

1. **City of Nanaimo Bylaw Violation Ticket and Information:**
   1. The City of Nanaimo Bylaw Violation Ticket and Information consists of; Ticket Information (white “court” copy), clients copy and instructions (blue), officer’s copy (yellow) and officers notes.(white)
   2. White areas on Ticket Information must be accurately completed as this information is crucial in proving the offence. Shaded areas are not crucial therefore mistakes in these areas do not jeopardize proving the offence.
2. **Service of Violation Ticket:**
   1. Violation Ticket can be served personally, by substitution, by mail, or left in a conspicuous place.
   2. Personal service requires client signature or completion of Affidavit of Service on reverse of court copy if client is unable to sign
   3. Service by substitution requires “date of service” to be completed on face of court copy. Client signature required on face of court copy or completion of Affidavit of service if client unable to sign.
   4. Affidavit of Service to be completed when mailing ticket by “registered” mail.
   5. Affidavit of Service on reverse of “court copy” to be completed when leaving ticket in a conspicuous place (i.e. car window for parking offence) Note: Photographs present valuable evidence for court proceedings.
3. **Service of Summons/Subpoena:**
   1. Bylaw offence summons/subpoenas must be served personally upon accused.
   2. Verify identification of accused prior to service of document
   3. Affidavit of Service must be completed after service of document
   4. Forward document to RCMP if accused is evading service
   5. Summons/subpoenas are given to Bylaw Regulation Clerk for processing