PROVINCIAL COURT CRIMINAL COVID-19 FINE PAYMENT EXTENSION REQUESTS

Applications for extension of time to pay for payment on criminal fines will be accepted by the Provincial Court via mail, email, fax or telephone.

Please complete the <u>Time to Pay Extension Request Form</u> in full and fax/email to the <u>Court</u> <u>location</u> where the sentence was imposed.

The Application for Extension of Time to Pay must include:

- Docket number
- Name
- Date of Birth
- Email address
- Phone number
- Charges
- Fine Due Date
- Amount outstanding
- Reason for Request
- New date Requested
- Indicate if currently enrolled in the Fine Option Program

Applications will also be accepted by telephoning the <u>court location</u> where the sentence was imposed.

Once you have submitted your request, it will be your responsibility to call the court location to find out if your request has been granted/denied.

Please allow 72 hours for processing prior to calling.