



ONTARIO COURT OF JUSTICE GUIDE FOR ACCUSED PERSONS IN CRIMINAL TRIALS

This document provides general information about criminal trials. While it may assist you in preparing for your trial, it does not cover every circumstance that might arise in your case.

THINK ABOUT GETTING LEGAL REPRESENTATION

The Ontario Court of Justice cannot give you legal advice. You are strongly urged to get advice from a lawyer or paralegal about your criminal trial. Here are some services that may be able to help you.

The [Law Society Referral Service](https://lso.ca/public-resources/finding-a-lawyer-or-paralegal/law-society-referral-service) will give you the name of a lawyer or paralegal in your community. They will provide a free consultation of up to 30 minutes to help you determine your rights and options. The referral service can be accessed on-line: (<https://lso.ca/public-resources/finding-a-lawyer-or-paralegal/law-society-referral-service>) or reached at 1-855-947-5255 or 416-947-5255.

The [Lawyer and Paralegal Directory](https://lso.ca/public-resources/finding-a-lawyer-or-paralegal/lawyer-and-paralegal-directory), also provided by the Law Society of Ontario, allows you to search online for lawyers and paralegals by name, city or postal code. This directory can be accessed on-line: (<https://lso.ca/public-resources/finding-a-lawyer-or-paralegal/lawyer-and-paralegal-directory>).

You should note that paralegals may only provide representation and advice in relation to [certain types of criminal charges](https://lso.ca/about-lso/legislation-rules/permitted-criminal-code-summary-conviction-offence). Details about these limitations can be found on the Law Society of Ontario website: <https://lso.ca/about-lso/legislation-rules/permitted-criminal-code-summary-conviction-offence>

You may be eligible for a legal aid certificate from **Legal Aid Ontario** that will pay for your own lawyer. You [apply for a legal aid certificate](https://www.legalaid.on.ca/services/how-do-i-apply-for-legal-aid/) online (<https://www.legalaid.on.ca/services/how-do-i-apply-for-legal-aid/>), by phone (1-800-668-8258 or 416-979-1446), or in person. If you are not eligible for a certificate from LAO, you may be eligible for representation by a law student at a Student Legal Service Organization (SLSO). For a list of SLSOs, [visit the LAO website](https://www.legalaid.on.ca/student-legal-service-organizations/) (<https://www.legalaid.on.ca/student-legal-service-organizations/>) or call Legal Aid at 1-800-668-8258 or 416-979-1446.

For more information, visit the [Finding legal help and representation](https://www.ontariocourts.ca/ocj/criminal-court/going-to-court/#section-01) section (<https://www.ontariocourts.ca/ocj/criminal-court/going-to-court/#section-01>) of Ontario Court of Justice website.

SETTING A TRIAL DATE

If you are representing yourself, a judicial pre-trial is generally required before you can schedule a trial date. The procedure for setting the trial date should be discussed at the judicial pre-trial. More information about judicial pretrials can be found in the [Judicial pre-trial \(JPT\)](https://www.ontariocourts.ca/ocj/criminal-court/going-to-court/stepbystep/) (<https://www.ontariocourts.ca/ocj/criminal-court/going-to-court/stepbystep/>) section of the Ontario Court of Justice website.

The Court's [Practice Direction: Procedure for Scheduling of Criminal Trials and Preliminary Inquiries](https://www.ontariocourts.ca/ocj/notices/procedure-scheduling-criminal-trials) (<https://www.ontariocourts.ca/ocj/notices/procedure-scheduling-criminal-trials>) provides information on setting trial dates. You can also contact your local courthouse to find out how to

set a trial date.

BEFORE YOUR TRIAL DATE

Accessibility accommodation for persons with disabilities

All Ontario courthouses have accessibility coordinators for people with disabilities. If you have any questions about a courthouse's accessibility features or if you or one of your witnesses needs accessible court services, contact the Accessibility Coordinator at the courthouse. You should speak to the Accessibility Coordinator as soon as possible and as far ahead as possible before your case is being heard. You can [obtain more information about courthouse accessibility](https://www.ontario.ca/page/going-court-accessibility) under "Going to court: accessibility" on the Ministry of the Attorney General's website: <https://www.ontario.ca/page/going-court-accessibility>.

Disclosure

You must have access to your disclosure prior to your trial date.

Every person who is accused of committing a crime is entitled to receive a copy of the Information and evidence that the Crown has about your case. This information is called "disclosure". The prosecutor's office (the office of the local provincial Crown Attorney or the Federal Crown (Public Prosecution Service of Canada)) usually provides you with your disclosure before or at your first appearance in case management court.

You should review your disclosure to ensure that you can access it and that it's not missing anything. If you experience any problems, if you lost your original disclosure and need a new copy, or if you think that you should be getting additional disclosure, contact the Crown Attorney's office.

You can find more information on disclosure in the [Case management court: Obtaining proper disclosure](https://www.ontariocourts.ca/ocj/criminal-court/going-to-court/stepbystep/) (<https://www.ontariocourts.ca/ocj/criminal-court/going-to-court/stepbystep/>) of the Ontario Court of Justice website.

Interpreter

If you or one of your witnesses requires an interpreter, you may request one either by contacting the courthouse in advance of your next court date or notifying the justice of the peace or judge at your next court appearance. Interpreters are provided free of charge.

You can [find more information about interpreters](https://www.ontario.ca/page/get-court-interpreter) under "Get a court interpreter", on the Ministry of the Attorney General's website: <https://www.ontario.ca/page/get-court-interpreter>.

French trial

You have the right to have your trial in French. If you require a French trial, inform the court as soon as you can. More information regarding the criminal trial process can be found in French on the following websites: <https://stepstojustice.ca/fr/> and <https://cliquezjustice.ca/>.

Witness subpoenas

A subpoena is a court order issued by a judicial officer that requires a witness to come to court. The judicial officer will only issue a subpoena if they are satisfied that the witness has relevant evidence to give at your trial. The Crown is not required to subpoena or call anyone as a witness on your behalf. It is up to you to subpoena any witnesses you want for your defence, so they are obligated to attend the trial. Contact the court office where your case is scheduled to be heard well in advance of your trial date to find out how to apply for a witness subpoena.

Charter notice

If any of your rights under the *Canadian Charter of Rights and Freedoms* (the “*Charter*”) were breached, section 24 allows you to apply to the trial judge for a remedy. For example, if your right to be tried within a reasonable time, guaranteed by section 11(b) of the *Charter*, has been breached, the trial judge might “stay” the charge against you, which means the case ends. If your right to be secure against unreasonable search and seizure, guaranteed by section 8 of the *Charter*, has been breached, the judge might refuse to allow evidence obtained by the police to be used in your trial. You can find more information about your rights under the *Charter* on the Government of Canada’s [Charterpedia](https://www.justice.gc.ca/eng/cs/sjc/rfc-dlc/ccrf-ccdl/check/index.html) website: <https://www.justice.gc.ca/eng/cs/sjc/rfc-dlc/ccrf-ccdl/check/index.html>.

In order to argue that your rights under the *Charter* have been breached, you must provide a written Notice of Application to the local Crown Attorney’s office that is prosecuting the case. You can use the Application form found at: <https://www.ontariocourts.ca/ocj/files/forms/Form1-Formule1.doc>

You must comply with Rules 2 and 3 of the Criminal Rules (<https://www.ontariocourts.ca/ocj/criminal-court/criminal-rules/>) when making court applications, including *Charter* applications. These rules set out what materials you need to prepare and when they need to be served and filed. If you do not comply with these criminal rules, you can ask the judge to still allow you to proceed with your application.

You may wish to argue that the law under which you have been charged is unconstitutional, as the law breaches one or more of your *Charter* rights. If so, you must provide a written Notice of Application and a Notice of Constitutional Question to the local Crown Attorney’s office that is prosecuting the case, as well as to the Attorney General of Canada and the Attorney General of Ontario, at least 15 days before your trial date. You must also provide these notices if you are seeking a remedy other than the exclusion of evidence in relation to an act of the government of Ontario or Canada. The addresses for the Attorney General of Ontario and the Attorney General of Canada are:

The Attorney General of Ontario
Constitutional Law Branch
McMurtry-Scott Building
4th floor, 720 Bay Street
Toronto, Ontario M7A 2S9
clbsupport@ontario.ca

The Attorney General of Canada
Ontario Regional Office –
Department of Justice Canada
120 Adelaide St. W., Suite 800
Toronto, Ontario M5H 1T1
NCQ-ACQ.Toronto@justice.gc.ca

Trial adjournment

Once the trial date is set, it is expected to proceed unless a judge grants an adjournment. If you do not have a lawyer when the trial date is set, the judge may order that the trial date be set “with or without counsel.” This means that your trial will proceed even if you have not hired a lawyer or paralegal to represent you.

Applications for adjournments should use the Notice of Application form and must comply with Rules 2 and 3 of the Criminal Rules (<https://www.ontariocourts.ca/ocj/criminal-court/criminal-rules/>) and the Practice Direction: Serving and Filing Criminal Court Documents (<https://www.ontariocourts.ca/ocj/notices/serving-and-filing/>). This means that unless a judge orders otherwise, adjournment application materials must be served and filed at least 90 days prior to the trial date, and the application must be heard at least 60 days before the trial. The Crown may either oppose your application, or consent to the trial being adjourned.

If you cannot attend on a scheduled court date, someone else on your behalf will have to appear in court to explain why and to ask for an adjournment. If it is a trial date and the judge does not adjourn the case, your trial might go ahead, and you might be found guilty in your absence.

If you do not attend court as required, a warrant for your immediate arrest may be issued. You may also be charged with the criminal offence of failing to appear in court and held in custody for a bail hearing.

Trial confirmation appearance

Often, you will be required to attend court a short time prior to the date scheduled for your trial. This appearance is for you and the Crown to confirm that you are prepared to proceed with your trial. At this appearance, the presiding judge may ask you to confirm the following:

- whether you have hired a lawyer to represent you at trial, or, if you have not, that you are prepared to proceed with your trial
- that you have received your disclosure and it is complete
- that your witnesses have been properly served with subpoenas
- whether you or your witnesses require any interpreters
- that the time estimated for the trial remains the same

In some court locations, these confirmation appearances occur in “Trial Readiness Court”. To find out if there is a trial readiness court in the location where your trial is scheduled, contact your local court office.

Ordinarily, you may appear virtually (by video or audioconference) or in person to confirm your trial. Details about mode of appearance are found on the Court’s [Revised Guidelines re Mode of Appearance for Ontario Court of Justice Criminal Proceedings](https://www.ontariocourts.ca/ocj/notices/mode-of-appearance-guidelines/) (<https://www.ontariocourts.ca/ocj/notices/mode-of-appearance-guidelines/>).

WHAT THE CROWN MUST PROVE AT YOUR TRIAL

The charge(s)

You have been charged with having committed one or more criminal offence(s). The Crown must prove that you committed these offences. The “Information” is the formal document that sets out the criminal offence(s). A copy of the Information will ordinarily be included in your disclosure. If not, you may request a copy by contacting the courthouse.

Essential elements of the offence

You can be found guilty only if the Crown proves each essential element of the charge(s) against you beyond a reasonable doubt. Many essential elements of the offence are set out in the Information.

Before your trial starts, you may ask the judge to review the essential elements of the charge against you so that you will understand what the Crown must prove.

Presumption of innocence, reasonable doubt and burden of proof

Everyone charged with an offence is presumed to be innocent. That is why you cannot be convicted unless the Crown proves each essential element of the charge against you beyond a reasonable doubt. The phrase “reasonable doubt” does not require proof to an absolute certainty or proof beyond any doubt. “Reasonable doubt” is not an imaginary or frivolous doubt, but it does involve a significant level of proof far beyond the “balance of probabilities” standard of proof in civil cases.

WHAT TO EXPECT ON THE DAY OF YOUR TRIAL

How to act and prepare for court

Going to court is a stressful process. Here are some useful tips to consider before you step into a courtroom:

- Be respectful and polite to everyone, including the other party.
- Dress in a neat and professional manner. This shows that you are serious and respect the court process.
- When you address the judge, use either “Your Honour” or “Justice” before the judge’s last name. For example, you can say, “Justice Smith” or “Your Honour”.
- You must stand when a judge enters or leaves the courtroom. When you are speaking, you should also stand.
- When speaking to a witness, you should use “Mr.,” “Ms.” or “Doctor”, and not use first names. For example, you can say, “Mr. Smith”, but not “Joe”.
- You should avoid using slang or obscene language.
- Court is usually open from 9:00 or 10:00 a.m. until 4:30 p.m. and takes a break for lunch at 1:00 p.m. There are also breaks in the morning and in the afternoon. These hours may change. The judge will determine if your case starts earlier or later or ends earlier or later. Make sure that you and your witnesses are on time.
- Return to court on time after the breaks.
- Take notes during court so that you may respond to any issues raised by the other party when it is your turn to speak to the judge.
- When you want to speak during the trial, address the judge. Do not talk to the other party. Do not interrupt when the judge or the other party is speaking. Only one person is allowed to speak at a time. If you disagree with something the other party says, write it down. Do not speak to the other party and tell them that you don’t agree. The judge will give you time to disagree but only when it is your turn to speak.
- If you object to the other party’s questions to witnesses, besides writing down your objection, you should stand up. This tells the judge that you have something to say.
- Do not stand up, however, if you disagree with the other party or the other party’s witnesses’ answers to questions or if you think that the other party or their witnesses are lying. Just write it down.
- If you can’t hear a witness, the other party, a lawyer, or the judge, you should let the judge know.
- Although you may ask the judge questions about procedure, they cannot give you legal advice because they must be fair and impartial. To get advice, you should consult a lawyer or duty counsel at your local courthouse.

Here are some additional tips on how to prepare and present your case at trial:

- Bring a pen and paper to take notes during your trial. You may also take notes electronically, on a laptop computer or a tablet, but section 136 of the [Courts of Justice Act](#) prohibits you from recording the proceedings, unless granted specific permission to do so by the presiding judge

- Be organized and ready to speak to the court by keeping your documents readily accessible when needed. You should bring:
 - the originals and two copies of any documents or photographs you want to use or file as evidence during your trial
 - the disclosure material you received from the Crown
 - copies of any subpoenas you have served
- Write down what you will present to the court, along with a list of questions you are going to ask witnesses. This includes preparing what you are going to say if you decide to testify. Write down bullet points rather than complete sentences.
- Rehearse what you are going to say in court. This may help you feel less nervous when presenting in front of others.
- Speak in a clear, calm and slow tone. Ensure others in the courtroom can hear you when you speak.
- Although court may be stressful, act in a calm, professional manner.
- Avoid making personal attacks on others in the courtroom.
- Answer any questions clearly. Only answer what is asked of you. When judges have questions, this often means they want you to clarify something important. It is best to address their questions head-on rather than avoid answering.

Role of the trial judge and others in the courtroom

The trial judge

The trial judge is an independent and impartial judicial officer who will hear your trial and decide if you are not guilty or guilty. The trial judge will know nothing about the case at the start of your trial. You should call the trial judge “Your Honour”. The trial judge is required to ensure that you receive a fair trial. He or she should review the trial procedures with you, and you may ask for directions. The trial judge cannot, however, give you legal advice.

The trial Crown Attorney (also called “the Crown” or “the prosecutor”)

The Crown is the lawyer who prosecutes the charges against you. The Crown must prove all the essential elements of the offence beyond a reasonable doubt.

The court clerk

The court clerk sits in front of the trial judge and assists them throughout the trial. The court clerk reads the charges out loud and asks you if you plead guilty or not guilty, swears or affirms witnesses and takes care of the exhibits (pieces of evidence, such as documents or objects, identified by witnesses) during the trial.

The court reporter or court monitor

The court reporter or court monitor is responsible for making a record of what is said during the trial or for monitoring equipment that records everything that is said.

This [graphic from Community Legal Education Ontario \(CLEO\)](https://stepstojustice.ca/resource/criminal-courtroom-ontario-court-of-justice-print-version/) helps illustrate what a criminal court may look like: <https://stepstojustice.ca/resource/criminal-courtroom-ontario-court-of-justice-print-version/>.

Advising the trial judge of any problems

At the start of the trial, you should tell the trial judge about any problems regarding your case, for example, the form of the Information, a breach of your *Charter* rights or a witness who could not come to court that day.

Arraignment

Your trial will start with an “arraignment”. This is when the court clerk asks you to confirm your name and then reads out loud the charges against you. The court clerk will then ask you if you plead guilty or not guilty.

Plea

You may plead guilty or not guilty. If you plead not guilty, or if you refuse to enter a plea, your trial will proceed. Before deciding to plead guilty, you should review the [Resolution: Information about pleading guilty](https://www.ontariocourts.ca/ocj/criminal-court/going-to-court/stepbystep/) (<https://www.ontariocourts.ca/ocj/criminal-court/going-to-court/stepbystep/>) section of the Ontario Court of Justice website. [More information](#) is available under “Guilty pleas” on the Legal Aid Ontario website <https://www.legalaid.on.ca/faq/guilty-pleas/>.

Order excluding witnesses

At the beginning of the trial, you or the Crown may ask the trial judge to order all witnesses in the case to remain outside the courtroom until they testify. This is to make sure that witnesses do not change their evidence based on what they hear other witnesses say in the courtroom. Often, the officer-in-charge of the case will be permitted to remain in the courtroom. Accused persons are entitled to hear all the evidence and you will not have to leave the courtroom when other witnesses testify, even if you intend to be a witness yourself. You are forbidden, however, from telling any witnesses what evidence was given in the courtroom or the questions that were asked.

The case for the prosecution

Crown opening statement

The judge may ask the Crown to give an overview of the allegations against you and the evidence to be called. This “opening statement” is not evidence.

Examination-in-chief

The Crown calls its witnesses first. The Crown will ask the witnesses questions in order to bring out evidence that supports the Crown’s case. This is called examination-in-chief. You have the right to object to questions asked by the Crown or evidence given by a witness that you believe are irrelevant or improper. It is generally improper to ask questions that suggest the answers (called “leading questions”) in examination-in-chief. For example, it would be proper to ask a witness “What colour was the car?” It would be improper to ask, “Was the car red?”

Cross-examination

Generally, you will be allowed to cross-examine each Crown witness after the Crown finishes the examination-in-chief of that witness. When you cross-examine the Crown’s witnesses, you may ask them questions to test the reliability, accuracy or truth of what they have said.

You may also ask the Crown’s witnesses questions about things that you think might help your defence. The questions you ask of the witnesses in cross-examination will not be treated as evidence. Only the witnesses’ answers are considered evidence. You may use the prior statement of a witness to show inconsistencies between what a witness has said at the trial and what the

same witness said at some other time. If you believe an inconsistency exists and that your defence would benefit by bringing the inconsistency to the judge's attention, you should ask the judge for direction about how to proceed.

You are not permitted to argue with witnesses. You are also not permitted at this stage of the trial to make statements about why you should be found not guilty. You are allowed to put your version of the events directly to the witness in cross-examination. Unlike in examination-in-chief, you are also allowed to suggest answers that will assist your case. For example, you may ask "Was the car red?", instead of asking, "What colour was the car?" When you suggest facts to a witness, they can agree with all, part or none of your suggestions.

If you intend to call defence evidence that is different from what a Crown witness has told the court, you should suggest your version of the facts to that Crown witness during your cross-examination. This gives the witness a chance to agree or disagree. If you don't suggest your version of the facts to Crown witnesses, the judge may give less weight to your version, or the Crown may be allowed to call the witness again in reply.

You may also cross-examine the Crown witnesses about whether they have criminal records.

Re-examination

When you finish your cross-examination of a witness, the Crown may be allowed to re-examine that witness about anything new brought out in your cross-examination.

Notes of police and other Crown witnesses

The Crown may ask the judge whether a police officer or other witness may use their notes to refresh their memory while testifying. You are entitled to see the notes and you may agree that the witness be allowed to use them, or you can ask the judge to make a ruling about this issue. If you do not agree that the witness should be allowed to use the notes, the judge will hold a mini hearing during the trial (called a *voir dire*) to determine the issue. You will be allowed to ask questions to show that the witness should not be allowed to refer to their notes. These questions should explore when and how the notes were made and the witness's reasons for needing the notes. You will also be allowed to make submissions explaining why the witness should not be permitted to refer to the notes.

Statements to a police officer or other person in authority

Sometimes the Crown will seek to introduce evidence of a statement that you are alleged to have made to a police officer or other person in authority. The Crown must prove that you made the statement and did so voluntarily. These issues will be determined during a mini hearing during the trial called a *voir dire*.

A *voir dire* is treated as a separate hearing. It can arise in various situations, including where it is necessary to determine if a witness is competent to give testimony or is qualified to give expert opinion evidence. The evidence in a *voir dire* cannot form part of the evidence in the trial until the judge rules it to be admissible. You may ask the trial judge to explain the *voir dire* process to you before it starts.

Hearsay

A witness usually is not permitted to give evidence about what someone else said. This is "hearsay". There are some exceptions to the rule against hearsay. For example, evidence about what someone else said is usually allowed to explain later conduct of a witness or to describe background events. Another important exception is that the Crown can ask witnesses about statements they say you made. As explained above, there are special rules to follow when the

statement was made to a police officer or other person in authority.

Calling a defence

After the Crown has finished calling their evidence and has “closed” the case for the Crown, you will have the following options:

(i) You may request a “directed verdict” of acquittal. This means that you are asking the judge to dismiss some or all the charges because there is no evidence in relation to at least one of the essential elements of the offence that the Crown must prove. If you request a directed verdict and the judge rules against you, you will then be allowed to decide whether to call a defence. If the judge rules in your favour, you will be acquitted in relation to that charge.

(ii) You may decide not to call evidence and not to testify in your own defence. If you choose not to testify and not to call any witnesses, the judge will decide the case based only on the evidence presented during the Crown’s case. You will be convicted only if the judge finds that every essential element of the offence has been proven beyond a reasonable doubt.

(iii) You may decide to call evidence in defence. You have the right to remain silent. You do not have to testify or call defence witnesses. If you choose to call defence evidence, the evidence may be your testimony, testimony from your witnesses, or both. You may also wish to file evidence such as documents, diagrams, or photographs. If you call defence witnesses, the examination-in-chief, cross-examination and re-examination processes described above also apply to your defence witnesses, but you will examine the witnesses in chief, the Crown will cross-examine them, and you may be permitted to re-examine on certain points. The Crown will be allowed to cross-examine your witnesses about their evidence and about whether they have a criminal record. These rules apply to you as well if you choose to testify.

Deciding if you should testify

After hearing the Crown’s case against you, you must decide if you wish to testify, that is, give evidence about what happened. If you want to testify about your version of the events, you must do so during the defence portion of the trial. You must carefully consider whether you wish to testify. This decision can be discussed with a lawyer prior to trial.

Some advantages to testifying include:

- You may have unique evidence that cannot be presented by anyone else.
- You can explain why you said or did something.
- You can demonstrate that you could not have committed the offence you are charged with.
- You can give your own version of events that contradicts what the Crown is presenting.

There are also some disadvantages to testifying at your own trial:

- The Crown can cross-examine you and find any weak points in your testimony and evidence.
- The Crown may ask you questions regarding topics you do not want to discuss, and you will have to answer under oath.
- The Crown may ask you about your past criminal record, if you have one.

Crown reply (or “rebuttal”)

If you call defence evidence, the Crown may be allowed to call reply evidence. This may occur if your evidence raised a new issue that the Crown could not have reasonably anticipated.

Closing submissions

After all the evidence is presented, the judge will give you and the Crown an opportunity to make closing submissions about why you should be found not guilty or guilty. Closing submissions must be based on evidence that the trial judge heard during the trial from either a Crown or defence witness (including you if you chose to testify), and inferences that can be drawn from this evidence.

If you do not introduce any evidence or call any witnesses during the evidence stage of your trial, you will go last. Otherwise, you may be required to go first. During your submissions, you must summarize your key points, focusing on the essential elements of the charge(s) against you. You should try and pinpoint the weaknesses in the Crown's case while pointing out contradictions in their witnesses' testimonies. This is your last opportunity to show the judge that the Crown has not proven the charges beyond a reasonable doubt. You can refer to evidence or exhibits that have been previously presented at trial, but you will not be permitted to give evidence as part of your submissions.

The Crown's closing submissions will focus on why the judge should find you guilty.

Judgment

The judge will find you not guilty or guilty, either immediately or after an adjournment to later in the same day or even to another day. The judge may find you guilty of some of the charges on the Information and not guilty of other charges. The judge has an obligation in every case to provide clear and meaningful reasons for judgment, explaining the basis upon which the case was decided either for or against you.

If the judge finds you not guilty of all charges, you are free to leave at the conclusion of the trial. If the judge finds you guilty of some or all the charges, you will be sentenced either the same day or on a later date set by the judge.

Sentencing

If you are found guilty, the judge may sentence you immediately or adjourn sentencing to another date. If you believe that you need time to prepare for the sentencing, either because you want to prepare submissions, or because you may wish to call evidence, you can ask the judge to adjourn the sentencing to another day.

Before a sentence is imposed, the judge will hold a sentence hearing. At this hearing, you and the Crown will have the opportunity to present evidence. You may tell the judge what you think the appropriate sentence should be and why.

If you have a criminal record, the Crown may provide this to the judge. The Crown may also file a Victim Impact Statement, which may be presented in writing or read out in court by the victim. This statement explains the harm that the victim or the community suffered as a result of the offence. In order to obtain more information about you, the judge may order a Pre-Sentence Report. A probation officer will interview you, people who know you and any victims involved in the offence(s). The probation officer will then write a report that outlines your background and attitude towards the offence, and may also include options for sentencing, along with recommendations for specific rehabilitative programs. These reports usually take about six weeks to complete, and your sentencing may be delayed during that period.

If no Pre-Sentence Report is ordered, you may wish to provide the judge with information about your work, family and personal circumstances.

A judge must consider the circumstances of Indigenous offenders when deciding what sentence

is appropriate. This involves considering “Gladue principles”. [Community Legal Education Ontario's Steps to Justice website](#) provides helpful information about how Gladue principles are applied: <https://stepstojustice.ca/steps/criminal-law/2-understand-how-gladue-works-sentencing/>

The judge will impose a sentence that takes into consideration your circumstances, the circumstances surrounding the offence and any applicable minimum or maximum sentence. Your sentence might involve a discharge, a fine, probation, jail, or a combination of these. You can find [descriptions of the various types of sentences](#) on the Steps to Justice website: <https://stepstojustice.ca/questions/criminal-law/what-sentences-might-i-get-my-criminal-case/>.

Depending on the circumstances of the case, the judge may also make additional orders. These could include an order that you provide a DNA sample, an order prohibiting you from owning firearms or an order prohibiting you from driving.

APPEALS

You have the right to appeal a conviction or sentence or both within the time fixed by law. You must file your Notice of Appeal with either the Court of Appeal for Ontario or the Superior Court of Justice. Please consult the [Ministry of the Attorney General's website](#) to determine which court can hear your appeal: <https://www.ontario.ca/page/criminal-appeals>.

FURTHER INFORMATION

You can obtain more information about criminal trials on the [Ministry of the Attorney General's website](#) at: <https://www.ontario.ca/page/going-criminal-court-section-1>