

Brantford Process Document for the Written Consent Release

This document outlines local process information for the application of the Written Consent Release Pilot Project for Brantford. The Written Consent Release Pilot Project for Brantford starts on February 2, 2026.

1. Application of the Pilot:

1.1 Written Consent Releases are currently **not available** for:

- Youth matters.
- Releases that require sureties.
- Accused persons between court dates, while in custody at correctional institutions.

1.2 Written Consent Releases are available for adult accused persons who are in bail court or in Indigenous Persons Bail Court appearing that court day and who are:

- Located at the courthouse in person for a returning matter; OR
- Located at one of the 3 local police detachments (OPP, Six Nations Police, Brantford Police).

2. Process:

2.1. After consulting with Crown Counsel, Defence Counsel (which includes Duty Counsel) completes the standard *Proposed Consent Release* form ([available here](#)) and sends it to the applicable Brantford Crown's office at:

Provincial Crown: VirtualCrownBrantford@ontario.ca

Public Prosecution Service of Canada (PPSC): admin@mcgillylaw.com

2.2. Once Crown Counsel and Defence Counsel reach an agreement on the conditions of release, the **fully completed and signed** *Proposed Consent Release* form must be sent by the parties to the Intake Justice of the Peace, cc'ing the applicable Crown email address(es), the relevant police service (if the accused is in police custody), the cells (if the accused is at the courthouse) and the applicable bail supervision program (if applicable) at:

Intake Justice of the Peace: brantintakejop@ontario.ca

Provincial Crown: VirtualCrownBrantford@ontario.ca

Public Prosecution Service of Canada (PPSC): admin@mcgillylaw.com

If accused is in police custody:

- Brantford Police Service: dailywash@police.brantford.on.ca
- OPP: opp.brant.court@opp.ca
- Six Nations Police: washcourt@snpolice.ca

If accused is at the Courthouse:

- Brantford Police Court Security/Custody (cells):
jdorton@police.brantford.on.ca; lschermerhorn@police.brantford.on.ca

Six Nations Indigenous Bail Verification & Supervision:
cathybomberry@sixnations.ca; jibvsp1@sixnations.ca

Bail Program - SOAR Community Services: bailprogram@soarcs.ca

2.3 If an interpreter is required for the accused to review the conditions with the Intake Justice of the Peace, Defence Counsel must indicate that on the *Proposed Consent Release* form and must indicate same in the body of the email sent to the Intake Justice of the Peace when submitting the form.

2.4 *Proposed Consent Release* forms that are not fully completed and signed will not be considered by the Court. Defence Counsel must review the conditions with the accused before submitting and confirm they have done so, on the form.

2.5 Counsel must include the following information in the subject line in the email submitted to the Intake Justice of the Peace containing the *Proposed Consent Release* form and it must be formatted in this way:

LAST NAME _FirstName_ WRITTEN RELEASE _ DD_MM_YYYY

2.6 Counsel must save the *Proposed Consent Release* form using a filename in accordance with the Serving and Filing Criminal Court Documents - Ontario Court of Justice (see below). Do not use special characters or punctuation and separate components of the filename with “_” (underscore) NOT “-” (hyphen):

LASTNAME_FirstName_ WRITTEN RELEASE_DD_MM_YYYY

- 2.7 Crown Counsel and Defence Counsel are to consider any travel requirements (travel of accused person) that may be necessary upon release of an accused person.
- 2.8 The Intake Justice of the Peace will either approve the proposed release conditions and proceed with reviewing the release conditions with the accused to confirm the accused will comply **or** the *Proposed Consent Release* will not be approved.
- 2.9 Where the *Proposed Consent Release* is approved, the Intake Justice of the Peace will review the release conditions with the accused on the record using video or audioconferencing. Counsel need not attend. If they do wish to attend, they must indicate this in the body of the email sent to the Intake Justice of the Peace when submitting the *Proposed Consent Release* form. If a member of the public wishes to observe, contact: OCJCommunicationsOfficer@ontario.ca.
- 2.10 If the Intake Justice of the Peace approves the *Proposed Consent Release* and confirms that the accused will comply with the conditions, the release order will be made and the accused will be released.
- 2.11 If the Intake Justice of the Peace does not approve the *Proposed Consent Release*, they will advise the parties by reply email and will refer the matter into the applicable bail court to be addressed on the record.
- 2.12 If the Intake Justice of the Peace approves the *Proposed Consent Release* but is unable to confirm that the accused will comply with the conditions of the order for any reason, for example:
- (i) The accused refuses and/or
 - (ii) in reviewing the conditions with the accused, it becomes clear the conditions are inappropriate for any reason and/or
 - (iii) the accused disagrees with one or more of the proposed conditions.

the *Proposed Consent Release* will not be made. The Intake Justice of the Peace will advise the parties of the outcome by reply email, and will refer the matter into the applicable bail court to be addressed on the record.