



# Motion/Trial/JPT Materials

## Procedure

For documents being tendered to the court for a motion or trial proceeding please refer to the following guidelines:

- Documents are to be submitted no later than 1 business day before the motion/trial day by SYNC only.
- A SYNC account is not required for the submission of documents. Documents are to be submitted via the link below.
- Any proposed exhibits are to be sent to the specific SYNC account for the scheduled courtroom. Please contact [courtreporters@hamilton.ca](mailto:courtreporters@hamilton.ca) for exhibit submission assistance.
- The SYNC link for the submission of motion/trial materials is:

[CLICK HERE: SYNC - Motion/Trial Materials](#)

**\*\* Only motion, trial or judicial pre-trial documents are to be sent through this link. No inquiries or Exhibits. For exhibit submission assistance contact [courtreporters@hamilton.ca](mailto:courtreporters@hamilton.ca)\*\***

- The accepted file formats (up to 50 GB total) are:
  - Documents: Word or PDF
  - Photos: JPEG or PDF
  - Video: MP4, AVI, MKV and MOV
  - Audio: MP3, MP4, WAV and WMA
- **Each document is to be clearly labelled in the following format:**
  - **Date of proceeding - Courtroom # - Last name, First name (of defendant) - Description of the Document – DEF or PROS**

**For example: July 1, 2022 - Courtroom 100 - Smith, Jane – Book of Authorities – DEF (Note: DEF = Defendant, PROS = Prosecution)**

- Documents that are unable to be sent electronically may be submitted in person no later than 5 business days before the motion or trial day and are required to be labelled in the same format noted above and delivered to:

Trial Coordinator  
Hamilton Provincial Offences Administration  
50 Main St E, Room 100  
Hamilton, ON, L8N 1E9

For further information or assistance please contact [trialcoordination@hamilton.ca](mailto:trialcoordination@hamilton.ca)