



## Preparing a court file - what is required

DATE: Tuesday, October 8th, 2013 TIME: 10:30 am

LOCATION: Webster

GUEST SPEAKERS: Mr. Ted Allen - Region of York

DESCRIPTION: Ted Allen - Senior Prosecutor, Region of York - Everything required for a court file including evidence, documents, hints to prevent defendant appeals, and preparing your summons for proper service.

BIOGRAPHY: Mr. Ted Allen, Senior Prosecutor- Region of York

Ted Allen is the Supervising Prosecutor at the Region of York.

He has prosecuted Building, Fire, and Bylaw matters for each of the municipalities within the Region as well as Highway Traffic Act and other Provincial Offences matters. He participates in the mentoring initiative program, and is licensed as a paralegal with the Law Society of Upper Canada.

Ted creates and submits newsletter articles to the Property Standards Officers Association, the Municipal Law Enforcement Officers Association, The Ontario Fire Marshal's office, and the Ontario Building Officials Association. He is active creating and participating with presentations for the Building, Bylaw, and Fire Enforcement staff within York Region, and is the vice president of the Prosecutors Association of Ontario.