



Court Hearing Scheduled

Custody Number: 00 1 24
URN: 45 AA 20098
Date of birth: 24/08/1995
Posting Date:

Postal Requisition Offences

You are charged with the offence(s) that are listed here:

You **must** attend the Magistrates' Court at the time and date stated to answer the charge(s).

If you do not attend, the court may hear the case in your absence and may issue a warrant for your arrest. If a warrant is issued for your arrest, you may be held in custody until you are brought before the court.

The full offence wording is shown overleaf

Authorising Officer:

Prosecution Contact

Details:

Date of information:

Court Appearance Detail

at (full address)

on (date)

at (time)

room:

Full Offence Wording

Important Information

Police Bail

If you are on police bail for the offence(s) you do not have to return to the police station and your police bail has been cancelled.

Legal Advice and Assistance

If you need advice about what to do you should contact a solicitor or advice agency at once.

If you were legally represented when you were interviewed, or you know which solicitor that you want to use, you **must contact them immediately** to make sure that they will represent you at Court.

If you cannot afford a solicitor you may be able to get free advice about your plea or how to apply to the court for a Representation Order (Legal Aid) so that you can have a solicitor at the hearing.

There is a duty solicitor present at Court who may be able to assist you should you attend the first hearing date having not obtained legal advice.

Court staff are unable to provide you with legal advice.

If you need general advice about the court please contact:

On the date of the hearing the court will expect progress to be made and only in **very exceptional** circumstances will the court adjourn the hearing to a later date.

Driving Licence – if applicable

If the offence or offence(s) carries penalty points and you are convicted of these offence(s) the points will be recorded on your driver record. You may also be disqualified from driving.

Statement of means (MC100)

If you are found guilty you may be fined for the offence(s). The court will expect you to pay on the day. Please fill in and bring the enclosed statement of means when you come to court. If you **do not** provide this information, you may be ordered to pay a fine that is more than you can afford.

Discount for early plea of guilty

The court, when passing sentence on you, will consider giving you a lower penalty if you enter an early guilty plea.

The amount of any discount will depend on how early you indicate your plea, as well as the circumstances that made you plead guilty.

If you intend to see a solicitor you should speak to your solicitor prior to making a plea.

You can tell the court how you will be pleading at any hearing of your case, even if your case may have to be heard at the Crown Court.

Nothing stated here is intended to persuade you to plead guilty.



Statement of assets and other financial circumstances

Make sure you can pay your fine

You should complete this form and either send it to the court or hand it to the court usher on arrival at the court. If you fail to provide the court with your statement of assets and other financial circumstances, or the court is not satisfied that it has been given enough reliable information, it is entitled to make such decision as it thinks fit about your financial circumstances.

Note: When providing the court with a statement of your assets and financial circumstances, following an official request it is an offence to make a false statement or knowingly to fail to disclose material facts.

If the court orders that you pay a fine or other financial imposition you will be required to pay as ordered by the court, this could be on the day of imposition. Please bring a method of payment with you.

Your legal obligations

This is an official request from the Designated Officer. Every defendant who is prosecuted for an offence needs to provide financial information when asked.

It is an offence not to provide the court with a statement of assets and other financial circumstances following an official request. When providing the court with a statement of your assets and financial circumstances following a request, it is an offence:

- to make a false statement
- to knowingly fail to disclose material facts

Fines and other financial impositions are due to be paid as ordered by the court, this could be on the day of imposition. They can be paid by: credit or debit card online at

www.gov.uk/pay-court-fine-online, by telephone (including from dedicated lines at the court), by payment card, by standing order or direct debit.

In deciding the amount of any fines or other financial impositions the court will take into account the information you have given about your financial circumstances including your assets. Any other outstanding fines that you have will be taken into account when imposing and enforcing a fine. The rest of the information in the outgoings section is only relevant if you are unable to make payment in full on the day. You may request that the court grants you additional time to pay, which the court will consider but not necessarily approve.

If you do not pay as ordered you may be sent to prison.

External advice

If you need impartial, external advice on your legal rights, managing your debt or the possible consequences of fines or not paying your fines, you can contact:

National Debt Line: 0808 8084000 or www.nationaldebtline.co.uk

Citizens Advice: www.citizensadvice.org.uk

Completing and returning this form

Your statement of assets and other financial circumstances can be returned before your hearing. It should be sent by post or given in person to the court where your case will be heard. The address for the court can be found on the summons/charge/requisition form or can be obtained from your local magistrates' court. Email or telephone responses are not accepted.

You may be required to **provide evidence** of your financial circumstances, e.g. payslips, benefit books, bills. Therefore, you should bring copies with you on the day of your hearing.

The information you give may be used by the court, or other authorised organisation acting under the court's instructions, to enforce collection of any financial imposition ordered by the court against you in the event of non-payment.

Further assistance

Should you have problems reading this form, please contact the magistrates' court that issued this notice or log on to **hmctsformfinder.justice.gov.uk** and type in **MC100** under the form number to locate your required language.

Additional languages: Chinese (traditional and simplified), Croatian, Czech, Greek, Gujarati, Hindi, Kurdish, Polish, Punjabi, Portuguese, Serbian, Spanish, Turkish, Urdu and Welsh.

I understand that if I knowingly make a statement which is false or knowingly fail to disclose any relevant fact, it is an offence for which I can receive a further fine.

Signed

Date

1. Personal details

First name(s)

Family name

Address

Postcode

Home telephone number

Mobile telephone number

Email

Date of birth

National Insurance number

Vehicle registration number

Are you the registered owner of the vehicle? ☐ Yes ☐ No

Please use
BLOCK CAPITALS

For all your income and outgoings,
please indicate if the figures are:

☐ Weekly ☐ Fortnightly ☐ Monthly

MC100

2. Income details

If you are employed

Occupation

Employer's name

Employer's address

Postcode

Employer's telephone number

I am self employed as

Your take home pay £

Any other income £

Total income £

If you are NOT employed

please state since when

Are you in receipt of benefits? ☐ Yes ☐ No

If Yes, please state below which benefit(s) you receive.

3. Outgoings

You may ask the court to allow you extra time to pay. If you want to ask the court for more time, you will need to provide details and proof of your outgoings. The court will consider your request but may not grant it.

Rent, mortgage or lodgings £

Council tax £

Insurance (home, life etc.) £

Child maintenance £

Travel expenses
(Fuel, car, public transport etc.) £

Utility bills
(gas, water, electricity etc.) £

Telephone (inc. mobile) £

Television subscription
(licence, satellite etc.) £

Other fines (please specify court) £

£

£

County court orders £

Loan repayments
(credit card, bank etc.) £

Other outgoings (please specify)

£

£

£

£

Total outgoings £

Statement of assets and other financial circumstances

If the court imposes a fine or other financial imposition you will be required to make payment on the day. Provide evidence of your assets and financial circumstances to the court

4. Other information

Total savings £

Partner's income
including benefits £

Number of
dependent children

Please add any other information
(for example any assets not mentioned
above) you believe the court should know
about here:

For official use only

Case number

Date of hearing