

Case no: [insert case number]

SJPN100

## Make your plea by post

Fill in this paper form to plead by post - or you can plead online at: [onlineplea.cjsjp.org.uk](https://onlineplea.cjsjp.org.uk)

PLEASE COMPLETE THIS FORM IN **BLACK INK**.  
PRINT NEATLY IN **CAPITAL LETTERS** AS SHOWN.

S M I T H

PLACE A CLEAR 'X' INSIDE THE BOX. IF YOU MAKE A MISTAKE,  
FILL THE ENTIRE BOX, AND MARK THE CORRECT BOX.

### 1. Your details

**Name** [insert first name last name]

**Address** [insert address]

**Date of birth** [insert date of birth]

#### 1.1 Are these details correct?

☐

Yes, go to section 2

☐

No – Tell us of any changes

### 2. Additional details

The court may need to contact you, so they can deal with your case more quickly

#### 2.1 Contact number

#### 2.2 Email address

#### 2.3 Driving licence number (delete if not applicable)

This is a 16-digit number found in section 5 of your driving licence photocard

Now go to section 3

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### 3. Your plea

[Insert offence title]

[Offence description / statement of facts]

If you need legal advice, go to: [gov.uk/find-a-legal-adviser](https://gov.uk/find-a-legal-adviser)

#### How do you plead?

☐

#### Guilty

This means you agree you committed the offence

You must say if you want to come to court or not. **Go to section 4**

or

☐

#### Not guilty

This means you do not agree you committed the offence

You must come to court. You'll get a letter with the court date.

You must explain why you think you are not guilty. **Go to section 5**

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## 4. Guilty plea

Fill in this page if you are pleading guilty

### 4.1 Would you like to come to court?

You do not need to attend court but have the right to if you wish. The court can consider your case without you and send you the decision by post. The court follows the same guidelines whether you come to court or not.

☐

Yes, I want to come to court.

☐

No, I do not want to come to court.

In some cases, you might still need to attend court. We will write to you if this happens.

### 4.2 What do you want the court to consider about your guilty plea? (optional)

Write here anything you would like to tell the court about the relevant circumstances. What you say will be taken into account when the court makes a decision on your case. You can tell the court about your finances in section 8.

Continue on another piece of paper if you need to provide more information

**If you want to come to court go to section 6**

**If you do not want to come to court go to section 7**

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## 5. Not guilty plea

Fill in this page if you are pleading not guilty

### 5.1 Why do you believe you are not guilty?

You need to explain why you think you're not guilty. Tell us if you disagree with the statement(s) in this notice and why. Otherwise you will not have the chance to ask the witness any questions about what they have written in their statement.

Continue on another piece of paper if you need to provide more information

### 5.2 Do you want to bring your own witnesses? (if applicable)

This could be someone to give evidence in court to support your not guilty plea.

☐

No, **go to section 6**

☐

Yes - **Enter the name, address and date of birth (if known) of your witnesses**

**Now go to section 6**

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## 6. Your court hearing

Fill in this page if you are pleading not guilty or guilty and requesting a court hearing.

You will be sent a letter to let you know the court date and court venue. There will be instructions on the form telling you what to do if you would like the case heard in another court.

### 6.1 Are there any dates you cannot attend court?

The court will try to avoid these when setting a date for the trial. If you do not provide this information the court date is unlikely to be changed. If you are pleading not guilty also add dates your witnesses cannot attend.

### 6.2 Language needs

#### 6.2.1 Do you need an interpreter in court?

Interpreters must be provided by the court; this is a free service. You can include sign language.

☐ No, go to 6.2.2 ☐ Yes – Which language?

#### 6.2.2 If there is a hearing in a Welsh court which language do you wish to speak?

☐ Welsh ☐ English

### 6.3 Disability or accessibility needs

#### 6.3.1 Do you have disability or accessibility needs you want the court to know about?

For example, if you need to use a hearing loop

☐ No, go to section 7

☐ Yes – Tell the court about your disability or accessibility needs

Continue on another piece of paper if you need to provide more information

Now go to section 7

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## 7. Your declaration

**! You may be prosecuted if you make a false statement or deliberately do not declare all the relevant facts**

I confirm that:

- I've read and understand the charges against me
- I'm the person named in the Single Justice Procedure notice
- the facts I've given are correct as far as I know

**Signed**

**Date of signing**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y	Y	Y

As in all criminal cases, some information will be available to the press and public on demand, unless a reporting restriction is applied or the court decides otherwise. If you want to know how the data you provide is used, please visit:

**[justice.gov.uk/courts/procedure-rules/criminal/forms](https://justice.gov.uk/courts/procedure-rules/criminal/forms)**

**Disclaimer:** The court will retain an electronic version of this form; the original paper form will be destroyed.

**Now go to the 'Your finances' section 8**

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## Your finances

Name [insert first name last name]

Address [insert address]

Date of birth [insert date of birth]

### Please provide details of your finances

If you are found guilty and need to pay a penalty, then the court will decide the amount based on:

- your finances
- the seriousness of the offence

Your financial details will be kept securely and used by the court when deciding your case.

## 8. Your income

### 8.1 Your average income

Include earnings, pension, benefits and any other income

£ [ ] [ ] [ ] [ ] [ ] [ ] .00

☐

Weekly

☐

Fortnightly

☐

Monthly

☐

Yearly

☐

I have no income

### 8.2 Your employment status

☐

Employed (full or part-time)

☐

Unemployed

☐

Self-employed

☐

Other (for example, retired, student)

### 8.3 National Insurance number

Now go to section 9

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## 9. Deductions from your earnings or benefits

If you are found guilty and need to pay a penalty you can choose to have it deducted from your earnings or benefits.

Note we can deduct the penalty from your earnings or benefits without your agreement if:

- you've failed to pay in the past
- you're ordered to pay compensation, as part of your penalty
- deductions will be taken at a percentage of your earnings or at a percentage determined by the DWP if you receive benefits

### 9.1 If you need to pay a penalty, would you like us to deduct it from your earnings?

Answer this question if you're employed

☐ Yes ☐ No, go to 9.5

### 9.2 Name of the organisation/company you work for

### 9.3 Your employee payroll number

### 9.4 Employer's address (enter the head office or where your payroll is)

Employer's address line 1

Employer's address line 2

Employer's address line 3

Employer's city

Employer's post code

### 9.5 Are you claiming any benefits?

If you only get Child Benefit, answer 'no'

☐ Yes, go to 9.6 ☐ No, go to 9.8



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## 9. Deductions from your earnings or benefits (continued)

### 9.6 If yes, which benefits?

### 9.7 If you need to pay a penalty, would you like us to deduct it from your benefits?

☐ Yes ☐ No

### 9.8 Do you have any outstanding Magistrates' Court or Crown Court fines?

The court will consider any outstanding fines when they deal with your case

☐ Yes ☐ No

## 10. Your monthly outgoings and assets

This information will help the court to understand your financial situation and work out the best way for you to be able to pay any financial penalty

### 10.1 Accommodation

For example, rent, mortgage, lodging

£       .00

### 10.4 Household bills

For example, water, electricity, insurance

£       .00

### 10.2 Council tax

£       .00

### 10.5 Child maintenance

£       .00

### 10.3 Travel expense

For example, fuel, car, public transport

£       .00

### 10.6 Any other expenses

List any other monthly outgoings you believe the court should know about (for example, Sky, TV licence)

Now go to section 10.7

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## 10. Your monthly outgoings and assets (continued)

### 10.7 Assets

List any assets you believe the court should know about (for example, property, car, boat)

**! You may be prosecuted if you make a false statement or deliberately do not declare all the relevant facts**

If you are ordered to pay a fine and don't pay it, the information you give may be used for enforcement action by the court or other authorised organisation acting on their behalf

**Signed**

**Date of signing**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y	Y	Y

### Post your completed form to:

[insert Address line 1]  
[insert Address line 2]  
[insert Postcode]

### What happens next?

1. Your case will be reviewed
2. You'll get a letter within 28 days. The letter will tell you if you need to:
  - pay a fine
  - go to court

If you want to know how the data you provide is used, please visit:  
[justice.gov.uk/courts/procedure-rules/criminal/forms](https://justice.gov.uk/courts/procedure-rules/criminal/forms)