

**Important: You have been charged with a criminal offence(s)**

Mr Samuel Mcclusky  
Flat 3  
147-151 Walmersley Road  
Bury  
BL9 5DE

**KEOLIS amey**  
Metrolink

**Posting Date:** 09/07/2025

**URN/Case no:** 874133

Dear Mr Samuel Mcclusky ,

We've sent you a Single Justice Procedure notice because you have been charged with the offence on the Charge Sheet overleaf.

**What you need to do**

You need to tell us whether you are guilty or not guilty. This is called making your plea. You can make your plea online or by filling in the enclosed 'Make your plea by post' form.

Your plea must be received by **30/07/2025**. Before deciding on your plea:

- read the enclosed leaflet
- get legal advice if you feel you need it
- follow the instructions on page 1 of the Single Justice Procedure notice

**What happens if you do not respond?**

The court will still consider the charge against you and decide if you are guilty or not. If you do not respond by the deadline:

- the court is less likely to decide in your favour
- you lose the chance for a reduced fine of up to 33% by pleading guilty
- if you are found guilty by the court, then you may receive a financial penalty that you cannot afford to pay

Yours sincerely

S Long  
KAM Prosecutions Officer

**DEADLINE**

Make your plea by  
**30/07/2025**

**Make your plea**

Online at:

[onlineplea.cjscp.org.uk](http://onlineplea.cjscp.org.uk)

**OR**

Post form to:  
HMCTS Crime  
PO Box 12888  
HARLOW  
CM20 9RW

**This pack contains:**

1. Single Justice Procedure notice
2. Make your plea form
3. Information leaflet



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**Keep this letter for your information**

Mr Samuel Mcclusky  
Flat 3  
147-151 Walmersley Road  
Bury  
BL9 5DE

Date of birth: 24/10/1992

Posting Date: 09/07/2025

## Single Justice Procedure Notice

### You have been charged with: the offence on the Charge Sheet

#### What you need to do

Make your plea telling us whether you are guilty or not guilty by 30/07/2025.

Your case will then be reviewed by the court and you'll get a letter within 28 days.



Plead online

[onlineplea.cjscp.org.uk](http://onlineplea.cjscp.org.uk)

It's quick and easy

You'll receive a confirmation email

1. Read the Charge Sheet on page 2 of this notice
2. Go to [onlineplea.cjscp.org.uk](http://onlineplea.cjscp.org.uk)
3. Read the 'Before you start' instructions
4. Click 'Start now' and enter your URN/case number and postcode as shown on the top of this page

OR



Plead by post

You need to pay correct postage and allow enough time for delivery

1. Read the Charge Sheet on page 2 of this notice
2. Go to the 'Make your plea by post' form
3. Check your details in section 1
4. Tell us if you are guilty or not guilty in section 3
5. Sign the declaration in section 7
6. Provide your financial information in section 8

Send the form to:

HMCTS Crime  
PO Box 12888  
HARLOW  
CM20 9RW



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For help to make your plea or with the court process call **0300 303 0656** (English) or **0300 303 5172** (if the offence occurred in Wales and you wish to speak Welsh). Please note they cannot give you legal advice.



# Charge Sheet

## You have been charged with the following criminal offence(s)

**Offence 1 Enter a Greater Manchester Metrolink vehicle / station without a valid ticket.**

The Greater Manchester Metrolink system byelaws

Transport for Greater Manchester, pursuant to the powers conferred upon it by the Greater Manchester (Light Rapid Transit System) Act 1988 and the Greater Manchester (Light Rapid Transit System) (No2) Act 1988 (hereinafter referred to as "the Acts") does hereby, as owner of the System (as hereinafter defined), make the following Byelaws in respect of the System, and the conduct and carriage of Persons on Vehicles and otherwise in relation to safety and conduct upon and in respect of the System.

You have been charged with the following offence:

You did enter an LRV, not having a valid ticket enabling you to do so.

Contrary to Regulation 4(1)(a) of Greater Manchester Metrolink System Byelaws.

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**Prosecutor** KeolisAmey Metrolink

**Charge date** 13/11/2024

**Charge authorised by** S Long, KAM Prosecutions Officer

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## Financial penalty

**You do not need to pay anything now.**

If you are found guilty you may have to pay a financial penalty which usually is made up of these three parts:

<b>Costs*</b>	KeolisAmey Metrolink will apply for at least £120 towards its prosecution costs
<b>Fine</b>	the amount will be decided by the court based on your circumstances
<b>Surcharge</b>	this will typically be 40% of the fine amount. The surcharge is used to fund victim services through the Victim and Witness General Fund.

Important: It may cost you more if additional documentation is required or if the matter is not resolved by the Single Justice Procedure.



\* If you plead not guilty but are found guilty by the court the amount of prosecution costs you may be ordered to pay could be much higher.

## Statement of facts

**Statement of CSR T476**  
**CHD: 09 August 2025**

**This statement (consisting of one page(s) each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I wilfully stated in it anything which I know to be false or do not believe to be true.**

On the 13/11/2024 I stopped the defendant Mr Samuel Mcclusky of Flat 3, 147-151 Walmersley Road, Bury, BL9 5DE

At Cornbrook and asked that they produce a valid ticket for the journey being undertaken

The defendant was unable to produce a valid ticket due to:

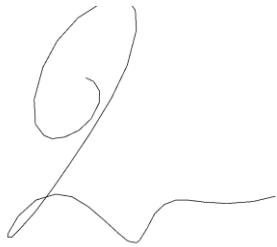
No Money

On failure to produce the said valid ticket the defendant was issued with the Standard Fare, requiring payment within 21 days.



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Inspector Signature

A handwritten signature consisting of a large, stylized letter 'G' at the top, followed by a wavy line extending downwards.

Date  
13/11/2024

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**Keep this page. Do not return it to us**

**Page 3 of 3**

# **Single Justice Procedure explained**

## **Why have we sent you a Single Justice Procedure notice?**

You have been charged with a motoring offence(s). The Single Justice Procedure notice contains the details of the charge against you.

## **What is the Single Justice Procedure?**

A single justice procedure case is dealt with in the same way as any other case, except that

- Just one magistrate will decide your case if you plead guilty or don't reply at all
- you may not need to go to court
- it's only for minor non imprisonable criminal offences

For more information go to: [gov.uk/single-justice-procedure-notices](http://gov.uk/single-justice-procedure-notices)

## **Your plea & attending court**

### **Deciding on your plea**

You need to respond to your notice by pleading guilty or not guilty. Please don't ignore it

#### **Pleading guilty**

If you plead guilty, you'll be telling the court you did commit the offence you've been charged with. You decide if you want to go to court or not. If you decide to go to court, you'll be sent a letter with the date, time and place for your court hearing. If you decide not to go to court the decision on your case will be sent to you by post after a magistrate has read everything that you have sent in.

#### **Pleading not guilty**

If you plead not guilty, you'll be telling the court you did not commit the offence you've been charged with. The police must then try to prove to the court that you did commit the offence and you can answer them with your own evidence.

You'll be sent a letter with the date, time and place for your court hearing. If the letter says that this hearing is for the **trial** then you must bring any evidence (documents, letters etc) and your witnesses, if you have any to the hearing.

If the letter says it is for a **case management hearing** then you will need to come to court if the letter tells you to. A case management hearing is to discuss the case in detail before the trial is fixed, for example to decide how long the trial will take and arrangements for witnesses.

If you plead not guilty but do not attend the court your case may go ahead without you.

#### **If you do not respond**

If you do not respond by the due date, the court will decide your case without your say. The court will not be able to consider your personal circumstances and you could get a financial penalty that you cannot afford to pay.

## **Where your case will be heard if you plead not guilty or ask to plead guilty in court?**

Your case will usually be heard at Tameside magistrates court. You will be given the details nearer the time of the hearing.

## **What happens in court**

If you have told us that you disagree with the statement(s) on your notice, in section 4 for guilty pleas or section 5 for not guilty pleas, you'll have the chance at the hearing to question or challenge the statement(s) made.

You can represent yourself in court – you do not need legal support if you do not want it.

The court does not offer free legal support (normally called Legal Aid) for this type of offence. If you think you do need support, you can find a lawyer at [gov.uk/find-a-legal-adviser](http://gov.uk/find-a-legal-adviser)

If you are bringing witnesses to your hearing and they need interpreters, please call: 0300 303 0656 (English) or 0300 303 5172 (if the offence occurred in Wales and you wish to speak Welsh).

### **The decision**

If you come to the court hearing you will be given the decision. If you are found guilty this will include details of the financial penalty. If you are not at the court hearing a letter will be sent to you.

### **If you're found guilty**

If the court finds you guilty your conviction will be recorded at the court but will not appear on the National Records Database.

The court will decide on the amount of your financial penalty.

### **If you're found not guilty**

You may have the right to claim back costs, please visit: [gov.uk/guidance/claim-back-costs-from-cases-in-the-criminal-courts](http://gov.uk/guidance/claim-back-costs-from-cases-in-the-criminal-courts)

### **Why the court needs your financial information**

The court needs to understand your finances so they can set an appropriate financial penalty and consider how long they need to give you to pay it. If you do not provide this information, you could get a financial penalty you cannot afford to pay.

## **Where to find help & advice**

If you have questions about completing this form or the court process call: 0300 303 0656 (English) or 0300 303 5172 (where the offence took place in Wales and you wish to speak Welsh only). Please note they cannot give you legal advice.

### **The Court Process:**

The Single Justice Procedure: [gov.uk/single-justice-procedure-notices](http://gov.uk/single-justice-procedure-notices)

### **Legal advice**

If you need help with your notice you can find a legal adviser at: [gov.uk/find-a-legal-adviser](http://gov.uk/find-a-legal-adviser)

### **Help with managing debt**

Here are some not-for-profit organisations that could help you.

**Citizens Advice** - Visit [adviceguide.org.uk](http://adviceguide.org.uk) or call 03444 111 444 to find your local Advice Bureau

**National Debt Line** - Visit [nationaldebtline.org](http://nationaldebtline.org) or call 0808 808 4000

**Money Advice Service** - Visit <https://www.moneyhelper.org.uk>

or call 0800 138 7777 for free unbiased advice.



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## Make your plea by post

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

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

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

S M I T H

No  Yes

## 1. Your details

Name **Mr Samuel Mcclusky**  
Address **Flat 3, 147-151 Walmersley Road, Bury, BL9 5DE**  
Date of birth **24/10/1992**

### 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 please print neatly in capital letters

**Now go to section 3**

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### 3. Your plea

**Pleading guilty:** This means you agree you committed the offence. You must say if you want to come to court or not.

**Pleading 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.

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

Offences charged	Guilty	Not guilty
<b>Offence 1</b> You did enter an LRV, not having a valid ticket enabling you to do so.	<input type="checkbox"/>	<input type="checkbox"/>

If all pleas are Guilty complete section 4

If all pleas are Not Guilty complete section 5

Complete sections 4 and 5 if you plead both Guilty and Not Guilty

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## 4. Guilty plea

Fill in this page if you are pleading guilty

### 4.1 If you plead Guilty to all offences you must tell us if you want to come to court

You do not need to attend court but have the right to. 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. If you plead not guilty to any offence you must attend.

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(s)? (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're pleading Not Guilty to any offence go to section 5

If all your pleas are Guilty and you have opted to come to court go to section 6

If all your pleas are Guilty and you are not coming 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. If you do not provide this information:

- you may not be able to ask the witness(es) questions about what they have said
- the trial might have to be rescheduled and you may have to pay higher costs

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 address. 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 hearing. 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. For more information see the enclosed leaflet

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 or your witnesses have needs you want the court to know about? e.g. if you need to use a hearing loop, or have speech, language or communication needs

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 provide false information or deliberately do not declare all the relevant facts**

I confirm that:

- I've read and understand the charges against me
- I am the person named in the Single Justice Notice or a representative of the company named in the Single Justice Notice
- the facts I've given are correct as far as I know

Signed

Date of signing

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

### Company pleas only

Tick the position you hold in the company

Director  Company secretary  Company solicitor or solicitor acting on behalf of the company

Other – Please state your position held within the company

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](http://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 'Your finances' section 8**



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## Your finances

Name Mr Samuel Mcclusky  
Address Flat 3, 147-151 Walmersley Road, Bury, BL9 5DE  
Date of birth 24/10/1992

### 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 and the seriousness of the offence.

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

**If you're pleading for yourself, go to section 8.**

**If you're pleading on behalf of a company, go to section 11.**

## 8. Your income

### 8.1 Your average take home income (i.e. after tax)

Include earnings, pension, benefits and any other income

£

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 Department for Works and Pensions (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** please print neatly in capital letters

### **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

A horizontal row of seven empty rectangular boxes, each with a thin gray border, intended for handwritten responses.

Employer's post code

## **9.5 Are you claiming any benefits?**

If you only get Child Benefit, answer 'no'

**Yes – go to 9.6**



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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 other 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

£

### 10.5 Child maintenance

£

### 10.2 Council tax

£

### 10.6 Any other expenses

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

### 10.3 Travel expense

For example, fuel, car, public transport

£

### 10.4 Household bills

For example, water, electricity, insurance

£

### 10.7 Assets

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



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## 11. Company finances \* Only fill in if you're pleading on behalf of a company

### 11.1 Has the company been trading for 12 months?

- Yes – go to 11.2 and use figures from the most recent audited company accounts
- No - go to 11.2 and use figures from the first 12 months' trading projections

### 11.2 Gross turnover

£

### 11.3 Net profit margin

£

### 11.4 Number of employees

**! You may be prosecuted if you provide false information 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

D D M M Y Y Y Y

### Post your completed form to:

HMCTS Crime  
PO Box 12888  
HARLOW  
CM20 9RW

You'll get a letter back within 6 weeks telling you if you need to pay a fine or go to court.

To find out how your data is used, visit: [justice.gov.uk/courts/procedure-rules/criminal/forms](http://justice.gov.uk/courts/procedure-rules/criminal/forms)

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**Please insert all evidence, statements, photos etc and add additional pages as required**

**This page is for the Certificate of Service that must be at the end of the complete pack,  
once you have inserted all evidence etc**