

## Plead by post

To: Harry Young  
48 Norbroke St  
White City  
London  
W12 0QX

**TfL Case Number**

908781234

DOB: DOB 12 May 1993

### Your plea options

1. Plead guilty under the "Single Justice Procedure" which means a magistrate will make a decision without a formal court hearing:
  - You do not come to court
  - You'll be sent details of any sentence and fine
  - You will be told if the magistrate decides that you need to come to court
  - You must complete and send the enclosed Statement of Means form (MC100)
2. Plead guilty in court:
  - You will be sent a summons giving you a date and time to attend court
  - The hearing is likely to go ahead if you do not attend
3. Plead not guilty:
  - You will be sent a summons giving you a date and time to attend your trial
  - The trial is likely to go ahead if you do not attend
  - If you plead not guilty, you must fill in a 'Not guilty : information for the court' form from this pack

### Select ONE of the following options

☒ **Plead guilty** I do not want to come to court

☐ **Plead guilty** I want to come to court

☐ **Plead not guilty** Send me the date of my trial

Will you need an interpreter? Yes ☐ No ☐

If so, which language? \_\_\_\_\_

Mitigating Circumstances (optional) – what you want the Magistrate to consider when making a decision about your case

## Your plea - continued

### Are your details correct?

Only fill in this box if your details are **different** from those shown below.

Harry Young  
48 Norbroke St  
White City  
London  
W12 0QX

DOB 12 May 1993

Gender Male

Name:

Address:

Postcode:

Phone:

DOB:

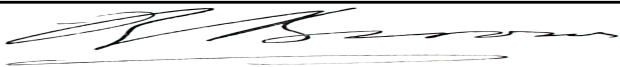
### Note

When the court has received your plea(s), the magistrate makes a decision by considering:

- the charges and the witness statements (copies included in this pack) •
- anything you write in mitigation
- your financial circumstances (form MC100)

You must now **sign** below to confirm your plea

Signature:



Date:

11th Nov 2017

Return the 'Plead by post' forms to:

Justices' Clerk  
LAVENDER HILL  
176a Lavender Hill  
Clapham Junction  
London SW11 1JU