

Written Charge(s)

Parent Guardian

[Name and address of parent/guardian]

Name and Address of Defendant

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Date of birth

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URN
(if applicable)

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Custody Number
(if applicable)

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Arrest summons Number

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POSTAL REQUISITION

(Name of Defendant) is charged with the offence(s) below

On *[date]* at *[time]*

They **must** appear at the courthouse at ***[name and address of magistrates'/Youth Court]*** to answer the charge(s). **When they appear at *(Name and Address of Mag`s/Youth Court)* you are required to attend with them to act as their Parent Guardian.**

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

Police Bail

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

Advice and help

If you need advice about what to do you should get help from a solicitor or advice agency **at once**. If (Name of Defendant) cannot afford a solicitor they may be able to get free advice about their plea, or how to apply to the court for a representation order so that they can have a solicitor at the hearing. Do not wait until they first come to court. If you need any general advice about the court, contact the court office at *[address of the court office]*

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CHARGE(S)

<PNLD charge>

[This offence carries penalty points.]

Charge Authorised by:

Prosecution contact details:

Date:

Driving licence

[At least one offence carries penalty points. If they are convicted, it will be recorded on the paper part of their driving licence (the counterpart). They may also be disqualified from driving.]

Because of this they must bring their photocard driving licence and the counterpart to the hearing or send them to the court before the hearing date. If they do not do this, they will commit an offence and their licence will be suspended until the court has received it. They will not be allowed to drive while their licence is suspended.]

Statement of means

Please ensure they fill in and bring the enclosed statement of income and expenditure to court. If this information is not provided, they may be ordered to pay a fine which is more than they can afford.

Discount for early plea of guilty

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

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

If they wish, they can write to the prosecutor and the court as soon as they have been charged and are sure that they want to plead guilty. If they intend to see a solicitor they should speak to their solicitor first.

They can tell the court how they will be pleading at any hearing of their case, even if their case may have to be heard at the Crown Court.

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