

**Written Charge(s)
Attendance Required**

[Name & address of parent/guardian]

URN
(if applicable)

--	--	--	--

Custody Number
(if applicable)

--	--

Date of birth

--	--	--

Arrest summons Number

--

**POSTAL
REQUISITION**

You are charged with the offence(s) below:

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

you **must** appear at the courthouse at ***[name and address of magistrates'/Youth Court]*** 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.

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.

Advice and help

If you need advice about what to do you should get help from a solicitor or advice agency **at once**. 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 so that you can have a solicitor at the hearing. Do not wait until you first come to court. [If you need any general advice about the court, contact the court office at *[address of the court office]*

>Page break<

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 you are convicted, it will be recorded on the paper part of your driving licence (the counterpart). You may also be disqualified from driving.

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

Statement of means

If you are found guilty, you may be fined for this offence. 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 which 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 wish, you can write to the prosecutor and the court as soon as you have been charged and are sure that you want to plead guilty. If you intend to see a solicitor you should speak to your solicitor first.

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.