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| Our Ref: ……………………..  | **[ INSERT OFFICE ADDRESS ]**TEL: FAX:  |

Date of letterDear Sir

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| **RE:** | **YOUR COURT CASE**  |

In addition to calling you to give evidence, it may be of assistance to the Court for you to write a letter in your own handwriting as follows:(1) The letter should be addressed to the: **The Presiding Judge,** In the letter, you should say something about the following things:1. Say what you are pleading guilty to.
2. What things in your life that caused you to do the things that you did? (What factors have led you to do what you did?)
3. What do you think about your criminal behaviour now that you have had the time to think about what you have done?
4. Think about what you have done. What effect would what you have done had upon the community, victim or victims of your crime?
5. Taking into account the effect on the community, victim, how do you feel about what you have done?
6. If there has been a victim, how do you now feel towards the victims or victims?
7. What effect has being charged had upon you?
8. Tell the Court what things you have been doing since the offences which may help you to rehabilitate yourself and keep out of trouble, e.g. any work, programs, AA or NA meetings, counselling with psychologists, education, etc.
9. What are your plans when this matter is finished?
10. State whether you intend to not commit further offences. If you do not intend to commit further offences tell the Court, why you will not be committing any further offences.
11. It is very important that you think about what to write yourself and write the letter yourself. You should put the date on the letter and sign it.
12. Please write your letter within the next week and send me a copy of the letter so that it reaches my office before you next go to Court. Please bring the **original** of your letter to all legal visits and to court for the sentencing. Please make sure you keep a copy of the letter when you send it to me.
13. **You should also seek references from all persons who can state that they are aware that you are sorry for committing the offences and wish to change for the better. Please see attached request.** You should provide me with the name, address and telephone number of all such persons without delay. The letters should be addressed to:

 **The Presiding Judge,**  1. It is also very important that you obtain the following documents and bring them to all legal visits and to Court when you are being sentenced:
* All certificates received in relation to work and work courses.
* Letters from any employers setting out details of when you have been employed and your work performance
* All certificates received in relation to education courses.
* Letters from any counsellors and psychologists setting out your attendances and stating what benefit you have obtained from these sessions.
* Any other materials, which you believe, may assist you.

Please do not hesitate to contact me on ……………….. if I can be of assistance or you are in need of further documentation or information.Yours sincerely…………………………..Solicitor Our Ref:  |  |

To Whom it may concern

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| **RE:** | …………………………….. |

The abovenamed (the offender) is to be sentenced in respect of a charge of Break, Enter and Steal. I am seeking to obtain your assistance in obtaining information, which will assist the Court and assist him.

I would ask you to write a letter addressed to: **The Presiding Judge,** with details of the following:

1. How you know or are related to the offender?
2. That you know that the offender is pleading guilty to a serious offence.
3. What you think of the offender as a person.
4. Details of his previous good behaviour.
5. If you have seen the offender since his arrest for this matter or spoken to him on the phone, your opinion as to the effect that being charged has had on Tony (has he learnt anything from the experience?)
6. Whether he is sorry for committing the offences, in particular, whether he is sorry for the harm he has caused to victims.
7. Details of any efforts made by the offender to rehabilitate himself
8. Whether you will continue to support him upon the conclusion of this matter
9. Any other information, which you believe, is relevant.

Would you please send the letter to me? You may wish to send the letter to me by email ………………………….. This would get the letter to me quicker.

My address is as follows:

 ……………………

Would you please also send any of the following documents, which you have in your possession:

\* Any references relating to the offender.

\* Letters from any other person who knows the offender and regards him as a good person. Again the references should be addressed to:

**The Presiding Judge,**

**District Court of New South Wales**

These letters should state how the person knows the offender for how long they have known him.

\* Any reports that you have which relate to the offender.

\* Details of the offender’s background - I would appreciate any information which may explain why the offender has used alcohol and/or become involved in criminal behaviour and any information, which might assist in working out what can be done to assist him.

The address of the Court is:

I look forward to hearing from you.

Yours faithfully

………………………………

SOLICITOR