

# B

## Next Steps

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### 1. Pleading Guilty

**What if I admit the offence but do not wish to attend court?**

You can send a written plea of guilty by completing form C to reach the Designated Officer (address on top of form C) before the hearing. There is also space on the form for you to mention any mitigating circumstances directly relating to this alleged offence you feel the court should be aware of.

**If I send a written plea of guilty what happens?**

If the court accepts your plea of guilty, it may deal with the case in your absence and the prosecution will only be allowed to refer to the statement of facts overleaf.

If the court accepts your plea of guilty but adjourns the hearing before sentencing you, the court is not obliged to inform you of the new hearing date unless it is more than 4 weeks after the adjournment.

If the court decides not to accept your plea, it will adjourn the hearing, inform you of the new date and say why it did not accept your plea.

**Can I withdraw a written plea of guilty?**

Yes, by advising the Designated Officer, in writing, any time before the hearing.

**Can I still attend the hearing?**

Yes, in person or represented by a solicitor or barrister.

### 2. Pleading Not Guilty

If you plead not guilty or do not reply, the magistrates may hear evidence relating to the charge against you. Statements of witnesses are attached and will be read to the court unless you ask for them to attend in person.

If you wish witnesses to attend in person, you must complete and forward the attached form D to the prosecutor's address within seven days of receiving the summons. A revised court date may then be set.

If you fail to do this you may lose your right to prevent the statements being read to the magistrates and you will have to seek the courts permission to call the witnesses.

### 3. Seeking Legal Advice

If you intend to consult a solicitor, please do so immediately.

If you require any further advice you may consult the Clerk to the Justices whose address is shown on form A or the prosecutor whose address is shown on form D.