

## **Guilty Plea Form**

*You must complete this form and submit it to the court as soon as possible and at least three business days before your court hearing. If you do not respond or lodge this document your matter may be heard in your absence and you will be notified of the outcome.*

### **Details of hearing**

#### **Case number (if known):**

At what court is your matter listed?

What is the date of your hearing?

What offence(s) were you charged with?

### **Personal details**

Given name(s):

Family name:

Email:

Phone:

Preferred method of contact:

Email

Phone

#### **Has your address changed since being charged?**

Yes

No

*If yes, please provide new address below - Limited to 600 characters*

**How do you wish the matter to proceed?**

Plead guilty

I do not wish to appear

*Please be aware not all cases can be heard in your absence. If that is the case, the court will make contact with you after the lodgement of this form*

*If you wish to either plead guilty or have your matter heard without attending, please provide some information about the offence, yourself, or anything you would like the magistrate to take into account when determining a sentence, your financial situation, personal circumstances and general character - Limited to 2000 characters*

**If you wish to appear at your hearing, it is likely you will do so via the internet and Online Magistrates' Court, without physically attending the court. Not all cases are suitable to be heard in this way. The Court will determine how your case will proceed in due course, and you will be contacted by the Court before the hearing date. If it is determined the hearing will proceed online you will be contacted via email – click [HERE](#) for a guide to WebEx.**

**Acknowledgments**

By clicking the below checkboxes and lodging this form I acknowledge that:

I may plead guilty or not guilty, and that no police officer or other person has told me how I must plead;

a copy of my completed form will be provided to the Prosecuting agency;

this plea is entered voluntarily and of my own free will

Date:

**Email this form to [omc.triage@courts.vic.gov.au](mailto:omc.triage@courts.vic.gov.au)**