**MILITARY COURT SERVICE**

**INDICATION OF GUILTY PLEA(S) BEFORE ARRAIGNMENT**

(Represented defendants only)

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| **PART 1: TO BE COMPLETED BY MCS CASE OFFICER** | |
| MCS Case Reference Number |  |
| Service Number |  |
| Surname |  |
| First Name(s) |  |
| Rank |  |
| Date of Birth |  |
| Mobile Phone Number |  |
| Unit |  |
| Assisting Officer |  |

|  |  |  |
| --- | --- | --- |
| **PART 2: TO BE COMPLETED BY DEFENCE LEGAL REPRESENTATIVE**  **All relevant boxes must be ticked** | | |
| The defendant will plead guilty to the following charges on the Charge Sheet (dated): | |  |
| The guilty plea(s) is entered on the full facts, OR | |  |
| The guilty plea(s) is entered on a basis of plea (please attach) | |  |
| A PSR is requested for the following reasons: | |  |
| A PSR is not requested | |  |
| Please confirm the defendant has been advised that:   * All sentencing options are open to the Court * If they do not attend the sentencing hearing, sentence could be passed in their absence and they could be committing a separate offence | |  |
| Name of Legal Representative and firm: | | |
| Signature: | Date: | |

**DEFENCE TO EMAIL COMPLETED FORM TO SPA: spa-uk-groupmail@mod.gov.uk**

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| **PART 3: TO BE COMPLETED BY PROSECUTION**  **All relevant boxes must be ticked** | | |
| A Guilty Plea has been entered on a basis of plea | |  |
| The basis of plea is accepted\*, or | |  |
| The basis of plea is not accepted and the case should be listed for PTPH | |  |
| Name of Prosecutor: | | |
| Signature: | Date: | |

\*In the event of a Basis of Plea if Charges are amended, the amended Charge Sheet **must** be provided with this form.

**PROSECUTION TO EMAIL COMPLETED FORM TO THE RELEVANT COURT OFFICE:**

[**mcs-bul-groupmailbox@mod.gov.uk**](mailto:mcs-bul-groupmailbox@mod.gov.uk) **OR** [**cmc-groupmailbox@mod.gov.uk**](mailto:cmc-groupmailbox@mod.gov.uk)

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| **PART 4: TO BE COMPLETED THE RESIDENT JUDGE**  **All relevant boxes must be ticked** | | |
| The case should be listed for plea and sentence | |  |
| The case should be listed for PTPH | |  |
| A PSR is required (specify type) | |  |
| A PSR is not required | |  |
| Name of Judge: | | |
| Signature: | Date: | |

**RESIDENT JUDGE TO EMAIL COMPLETED FORM TO RELEVANT COURT OFFICE:**

[**mcs-bul-groupmailbox@mod.gov.uk**](mailto:mcs-bul-groupmailbox@mod.gov.uk) **OR** [**cmc-groupmailbox@mod.gov.uk**](mailto:cmc-groupmailbox@mod.gov.uk)

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| **PART 5: TO BE COMPLETED BY THE COURT OFFICER** | |
| Sentencing Date |  |
| Location |  |
| Amended Charge Sheet (If relevant) |  |

**COURT TO EMAIL COMPLETED FORM TO CMRS:** [**mcs-cmrs-group@mod.gov.uk**](mailto:mcs-cmrs-group@mod.gov.uk) **without delay**