**HMCTS logo Pre-Sentence Report Before Plea Request**

**Part 1 - To be completed by the Defence Legal Representative**

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| **Name of defendant:** | **Date of Birth:** | **URN:** |
| **Defendant’s primary telephone/email:**  **Defendant’s secondary telephone/email:** | | |
| **Does the defendant require an interpreter?** Yes  No  Language/dialect: | | |
| **Location of hearing (Magistrates’ Court):** | | |
| **Date of Hearing:** | | |
| **Name of Solicitors firm representing:**  Cjsm Email address: | | |
| **Offences**  **1**  **2**  **3**  **4**  **5** | **Intended plea**  **1**  **2**  **3**  **4**  **5** | |
| **I confirm that**   * + - * **the defendant intends to plead guilty to the offence/s as indicated above on the**   **full prosecution facts.**   * + - * **the defendant has requested, and has agreed to comply with, a Pre-Sentence Report Before Plea.**       * **I have reminded the defendant that arranging a Pre-Sentence Report Before Plea provides no expectation that the court will consider the PSR Before Plea or any expectation of the likely sentence; the court may impose an immediate custodial sentence.** * **I believe the court is likely to impose at least a community order, considering the sentencing guidelines.** * **A pre-sentence report is likely to be necessary. EXPLAIN brief reasons:** * **I am asking for a PSR Before Plea to be produced.**   **Name of Legal Representative:**    **Date and Time request sent to the Probation Service:** | | |

**Part 2 To be completed by the Probation Service**

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| **I confirm that:**   * **The request for a Pre- Sentence Report Before Plea is (complete as applicable)**   **Granted and the Probation Service will produce a report for the hearing.**  **I am not giving any expectation of likely sentence.**  **Agreed in principle but there is insufficient time to produce the report for the hearing.**  **A report could be produced within days (Specify) of being notified that the**  **hearing date has been varied. I am requesting the court to reschedule the hearing to**  **no earlier than (SPECIFY DATE)**  **Refused as the form is incomplete**  **Refused for other reasons which are (EXPLAIN):**   * **I have arranged for the defence legal representative, Crown Prosecution Service and magistrates’ court to be notified of my decision.**   **Name:**  **Role:**  **Date and time of decision:** |
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