**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 |  |

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| **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** **OR** **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** **OR** **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** **without delay**