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| **Our Ref:** | **Legal Aid Office** |
|  | PHONE: |
|  | FAX: |

Date

Client

Dear Client

**Re: Your Sentence at Name District Court**

Please do the following in preparation for your Sentence:

1. Attend upon your GP and ask them to give you a referral for a Mental Health Care Plan so you may receive counselling sessions to address a number of underlying mental health issues.
2. Attend upon those counselling sessions as frequently as possible between now and your sentence date.
3. Obtain a letter from your counsellor confirming your attendance.
4. Obtain between 3 and 5 character references for your sentence proceedings. See the attached pamphlet. Please have those sent to us no later than 3 weeks before the sentence hearing – **Insert Date**
5. Attend upon the psychologist that is booked for you by your lawyers. In preparation for your appointment, please give consideration to the following issues:
   1. How you feel about what you did.
   2. What steps you have taken or will take to ensure that it doesn’t happen again.
   3. Any stresses that were going on in your life that may have contributed to the reason you committed the offence.
   4. Any mental health issues you may have been suffering.
   5. Be prepared to give a full account of your personal background.
   6. Any hardship that your family will suffer as a result of you being sentenced to full-time imprisonment.
6. Give consideration to writing a letter of apology to the court.

If you have any queries, please contact me.

Yours sincerely,

**SOLICITOR**