

Checklist: Submissions

You can print this checklist to help you remember the things you want to tell the magistrate in your submissions.

Circumstances of the offence

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Date and time of offence. |
| <input type="checkbox"/> | Where offence took place. |
| <input type="checkbox"/> | What happened. |
| <input type="checkbox"/> | What traffic conditions were like (for traffic offences). |
| <input type="checkbox"/> | Other relevant issues (for example any medical or personal problem that affected your ability to make a proper judgement). |

Education history

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Secondary school (name of high school you attended and what year you finished). |
| <input type="checkbox"/> | Tertiary education (name of TAFE, University or college you attended and course you completed). |
| <input type="checkbox"/> | Training or education that you are currently completing (name of course, name of TAFE, University or college or training provider providing the training or course, and how you long until you complete the course of training). |

Employment history

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Present employment (start date, length of time in job, and brief job description). |
| <input type="checkbox"/> | Past employment (start and finish date, and brief job description). |
| <input type="checkbox"/> | Prospects of future employment (name of employer and start date). |

Family background

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Whether you are single, married, de facto, separated and whether you have any dependent children. |
|--------------------------|---|

Financial status

<input type="checkbox"/>	Income.
<input type="checkbox"/>	Outgoings.
<input type="checkbox"/>	Assets.
<input type="checkbox"/>	Liabilities.
<input type="checkbox"/>	Ability to pay any fine ordered by the court.

Criminal history and driving history (where relevant)

<input type="checkbox"/>	Criminal history (any offences that you have been convicted of by a court).
<input type="checkbox"/>	Driving history (how long you have held your licence, the number of offences you have had during this time, whether your licence has been suspended or disqualified before).

Need for licence - if you have been charged with a driving offence

<input type="checkbox"/>	Why you need your licence (if you drive as part of your job, if you drive your children to school or childcare, or you are a carer for someone with a disability and having a licence is essential).
<input type="checkbox"/>	What hardship (problems) may be caused by licence disqualification or suspension.

Character

<input type="checkbox"/>	Community involvement.
<input type="checkbox"/>	Volunteer work.

Remorse

<input type="checkbox"/>	How you feel about the offence (for example, you are sorry you committed the offence).
<input type="checkbox"/>	Your understanding of the seriousness of the offence.

Orders sought

<input type="checkbox"/>	What orders you would like the court to make.
<input type="checkbox"/>	What orders you don't want the court to make.