

Checklist: Submissions

Use this checklist to help you to remember what to tell the court in your submissions.

For sample submissions, see:

- [Your submissions](#)
- Sample: [Verbal submissions](#)
- Sample: [Written submissions](#)

Checklist

Circumstances of the offence

- Date & time of offence
- Where the offence took place
- What happened
- What traffic conditions were like (for traffic offences)
- Other relevant issues (for example any medical or personal problem that affected your ability to make a proper judgment)

Education history

- Secondary school (name of high school you attended and what year you finished)
- Secondary school (name of high school you attended and what year you finished)
- Training or education that you are currently completing (name of course, name of TAFE, University, college or training provider)

providing the training or course and how long until you complete the course or training)

Employment history

Present employment (start date, length of time in job and brief job description)

Past employment (start and finish date and brief job description)

Prospects of future employment (name of employer and start date)

Financial status

Income

Outgoings

Assets

Liabilities

Ability to pay any fine ordered by the court

Family background

Whether you are single, married, de facto, separated and whether you have any dependent children

Criminal history and driving history (where relevant)

Criminal history (any offences that you have been convicted of by a court)

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 received a traffic fine

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)

What hardship (problems) may be caused by a licence disqualification or suspension

Character

Community involvement

Volunteer work

Remorse

How you feel about the offence (for example, you are sorry you committed the offence)

Your understanding of the seriousness of the offence

Orders sought

What orders you would like the court to make

Generative artificial intelligence

- Add a sentence regarding your use of generative artificial intelligence.
- Check the [Uniform Civil Procedure Rules 2005](#) before using a generative artificial intelligence (AI) program such as ChatGPT to prepare your submissions for the Local, District or Supreme Court of NSW.
 - The [District Court](#), [Supreme Court](#) and the [Local Court](#) also have Practice Notes which limit the use of AI for the preparation of submissions and other documents.
 - You must not put any confidential information about your matter into an AI program. If you are unsure or feel the court should let you use AI due to exceptional circumstances, get legal advice.