**Sentencing: Template**

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| 1 | The charge(s) and maximum penalty |
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| 2 | Plea (guilty or conviction after trial) |
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| 3 | Summary of relevant facts |
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| 4 | Official reports (e.g. probation, medical) |
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| 5 | Prosecution submissions (summary of main points) |
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| 6 | Defence submissions (summary of main points) |
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| 7 | Victim impact (brief description if known) |
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| 8 | Start sentence (based on facts of crime only) |
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| 9 | Personal circumstances adjustment (based on the aggravating (bad) and mitigating (good) factors of the defendant’s circumstances) |
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| 10 | Guilty plea deduction (if any) based on when plea entered |
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| 11 | General comments (bring all of the above together) |
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| 12 | Sentence on each charge (identify whether sentences on multiple charges are concurrent or cumulative) |
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