**Sentencing Template**

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| 1 | **CHARGES & MAXIMUM PENALTY** |
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| **2** | **PLEA (Guilty or conviction after trial)** |
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| **3** | **FACTS (Summary of relevant facts)** |
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| **4** | **OFFICIAL REPORTS (e.g. Probation, Medical)** |
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| **5** | **SUBMISSIONS (First from prosecution; second defence; summary of main points** |
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| **6** | **VICTIM IMPACT (Brief description if known)** |
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| **7** | **START SENTENCE (Based on facts of crime only)** |
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| **8** | **PERSONAL CIRCUMSTANCES ADJUSTMENT (Based on “good” and “bad” of defendant’s circumstances)** |
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| **9** | **GUILTY PLEA DEDUCTION (How long after charge)** |
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| **10** | **GENERAL COMMENTS (Bring all of the above together)** |
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| **11** | **SENTENCE ON EACH CHARGE (Identify whether sentences on multiple charges are concurrent or cumulative)** |
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**Extract from the *PJSI Judicial Decision-making Toolkit*, 2020**.

The full Toolkit is available here: <https://www.fedcourt.gov.au/pjsi/resources/toolkits>