

Form 7 Plea of guilty

Magistrates Court Act 1930

(see s 116D (Pleas to prescribed offence))

I, (*insert name*) the defendant named in this summons, admit that I am guilty of the offence mentioned in the summons.

EXPLANATION

In relation to the offence, I draw the attention of the Court to the following matters:

(Insert matters that you want the Court to consider in deciding the proceeding. Additional pages (signed as below) may be attached if required.)

Note The Court must have regard to any matters drawn to its attention in the plea of guilty and give the matters the weight it considers appropriate (see *Magistrates Court Act 1930*, s 116E).

Defendant's signature:

Signed before: (*insert full name and signature*)

*[Registrar/Deputy Registrar/Lawyer/Justice of the Peace (*person prescribed by regulation or rule*)]

Date:

**omit if, or whichever is, inapplicable*

If you want to **plead ‘guilty’ with or without an explanation, by post or otherwise**, complete this **Plea of Guilty Form** and, if you wish, include an explanation. Sign the form before the Registrar or a Deputy Registrar of the Court, a lawyer, a Justice of the Peace or (*insert name of person prescribed by regulation or rule*) and post or otherwise return the form and a copy of the summons to:

The Registrar
ACT Magistrates Court
Knowles Place, Canberra City
or
GPO Box 370
CANBERRA ACT 2601

If you plead guilty by post and do not attend Court, or do not respond to the summons, you will be notified by post of the Court’s order.

If—

- (a) the Court intends to impose a penalty other than, or in addition to, a fine; and
 - (b) you do not attend Court, and are not represented at Court by a lawyer;
- the Court will not decide on the penalty then but will adjourn the matter to a later date.

You will then be notified of the time and date when you or your lawyer must attend the Court for sentence.

**IF YOU ARE NOT SURE WHAT TO DO SEEK LEGAL ADVICE AS
SOON AS POSSIBLE**