

# Annexure D: Letter to client advising of sentence listing

## Legal disclaimer

This sample document was provided on 25 February 2022 (date published). Please use this sample document as a guide only. You may need to adapt it for your clients' individual circumstances and applicable laws or processes as appropriate. Legal Aid Queensland does not guarantee, and accepts no legal liability, for the accuracy, reliability, currency or completeness of any material contained in this sample document.

**Our Ref:**  
**Date:**

**Telephone:**  
**Facsimile:**  
**E-mail:**

**Private & Confidential**  
(CLIENT)  
(ADDRESS)

Dear (CLIENT)

**Your criminal law matter**  
**Sentence date**

The court will sentence you for your criminal law matter as follows:

Court:

Address:

Date:

Time:

Charge:

### **Do I have to attend court?**

You must attend court for your sentence.

### **What do I need to do now?**

To help us prepare for your sentence, you should give us any references you want us to give the court for you.

We have enclosed our *Suggestions for Referees* brochure that outlines what each reference should address. We have also enclosed a self-addressed envelope so you can send us any references to obtain.

If you have any questions, please contact (LAWYER) on (PHONE)

Yours sincerely

(NAME)  
(POSITION)  
(FIRM)

Enc. Suggestions for Referee brochure  
Self-addressed envelope

## SUGGESTIONS FOR REFEREE

### Guide to the contents of the reference:

- Your full name;
- Your occupation;
- A brief paragraph setting out your own background;
- How you have come to know our client, and for how long (eg. socially, through work, relative etc);
- The fact that you know our client is to appear in court in relation to criminal charges;
- Any comments you can make about our clients honesty, integrity etc and the circumstances under which you have dealt with our client which allow you to make comments about our client's character;
- Details of any other positive attributes you feel our client has in addition to honesty and integrity;
- Your awareness of our client's interaction with other persons, either in business, social activities or community activities;
- Details (if you are aware of these) of future plans our client has (eg. work, family, community service etc).

### Please note:

- The reference should be addressed to the Presiding Judge/Magistrate.
- The reference should not normally extend beyond one page.
- The reference should be written in your own words.
- The reference may be handwritten, but a typed reference is preferable, if possible.
- The reference should be signed by you, and dated.
- You should **not**, in your reference, canvass what the appropriate penalty should be.