

Annexure U: Final letter

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Our Ref:
Date:

Telephone:
Facsimile:
E-mail:

Private & Confidential
(CLIENT)
(ADDRESS)

Dear (CLIENT)

Your criminal law matter
Your sentence

SAMPLE

We appeared on your behalf at your (COURT TYPE) before the (COURT) at (TIME) on (DATE).

The court sentenced you as follows:

What was the result?

Offences:

Penalty:

[OPTIONAL]: The court took into account that you had already served (TOTAL NUMBER OF DAYS) from (DATE) to (DATE) and declared that this is to be counted as time already served towards the sentence imposed.

[OPTIONAL]: The court ordered that you be released from jail on parole on (DATE). You will be released on parole unless you have any outstanding charges you do not have bail for, or you are serving a sentence for other matters.

If you are not released from jail and are unsure why, you should first speak to Sentence Management at the jail. If necessary, you should then contact us for further advice.

After you are released on parole, you will remain under the supervision of Queensland Corrective Services until the end of your sentence.

The court recorded a conviction.

The court recorded a conviction for the following offence:

(INSERT OFFENCE/S)

This means that you may have to declare this offence when applying for jobs or travelling overseas. If this arises in the future you should get legal advice.

[OPTIONAL]: Because your matter proceeded by way of an ex officio indictment, the following charges remain outstanding in the (COURT) at (LOCATION):

(INSERT CHARGES)

These charges are listed for an ex officio mention on (DATE) at (TIME)

At that time we will tell the Magistrate at (LOCATION) that your charges have been dealt with in the Magistrates Court at (LOCATION). The Magistrates Court will then dismiss the charges against you.

[OPTIONAL]: Your conviction in this matter constitutes a conviction for a serious child sex offence as defined under the *Penalties and Sentences Act 1992* (Qld). This means that if you are convicted of a serious child sex offence committed after insert date of conviction for current serious child sex offence the mandatory sentence imposed on you will be life imprisonment.

We confirm that you are required to report under the *Child Protection (Offender Reporting) Act 2004* for (TIME PERIOD) from your sentence date / release from custody. Failure to do so can result in a fine or a period of imprisonment. We advise you to contact the Police and ask to speak with Child Protection Offender Registry Unit if you have any questions about your obligations. If you are unsure about when you need to make your initial report, please contact our office immediately.

Can I appeal against my sentence?

You have the right to appeal against your sentence. Your solicitor has considered your sentence and does not recommend you appeal.

To appeal against your sentence, you must lodge a Notice of Appeal in the District Court by (INSERT DATE). You may also lodge the notice with the jail's general manager.

You should also lodge a new legal aid application for your appeal. We will process your application and let you know if legal aid is approved.

If you have any questions about your sentence or your right of appeal, please phone (LAWYER) on (PHONE)

Offender Levy

As a result of your sentencing proceedings, you will be liable to pay an offender levy. The offender levy is payable by every adult who has been sentenced in Queensland and is an administrative fee to help pay for the cost of law enforcement and administration. You should receive some documentation about this. It can be paid at the court registry on the day it is applied, or through the State Penalties Enforcement Registry. It is not a sentence in itself and does not form part of your sentence. You do not have to pay the offender levy if you have lodged an appeal against your conviction or sentence, but if your appeal is not successful you will have to pay the levy.

Conclusion

As your court proceedings have ended, we will close our file. Thank you for your instructions.

Yours sincerely

(NAME)
(POSITION)
(FIRM)

SAMPLE