

Sample 3 - Written plea of guilty

5/76 Chatsworth Street, Milton Old
07 3132 4567

(Full name, current address and contact phone number)

Magistrates Court

Dear Sir/Madam:

I have received a summons to attend the Magistrates court at Brisbane

on the 15th day of September 2011,

on a charge of Willful damage

committed at Brisbane

on the 5th day of August 2011.

I plead **GUILTY** to the charge laid down in the Summons, and request that it be dealt with in my absence, as I will be unable to attend the Court on the day mentioned.

I desire that the following submission be brought to the attention of the Court with a view to mitigation of penalty:

We went to several drinking places and I didn't have any food, just drinks. I look young for my age and I remember being hassled about being underage. I remember producing my ID and having a bit of an argument with one of the staff in one place. I got annoyed and I threw my wallet and somehow it ended up hitting some glasses and breaking them.

I don't make a habit of damaging property. I guess because I was drunk I lashed out and didn't worry about if throwing my wallet might cause some damage. I feel really bad about it and I would have offered to pay for the damage if I'd been sober.

OR

I plead **NOT GUILTY** to the charge laid down in the Summons, and request that a date of hearing be given in my absence, as I will be unable to attend the Court on the day mentioned.

L Bedford (Signature)

K Sellers (Signature of witness)

(Tick in the box whichever applies)