



**Sentencing Worksheets & Interactive File Transfer**

# Instructions

**Version 24.0**



Account information

Email:

Password:

Attention

This system is intended solely for the use of authorized attorney and probation personnel to prepare and submit Sentencing Guidelines and Worksheets in accordance with § 17.1-800, et seq., of the Code of Virginia. All other use is expressly prohibited. System access credentials are provided by Virginia Criminal Sentencing Commission personnel only. Requests for user accounts, maintenance of existing accounts and general questions about the system should be directed to the Commission by calling (804) 225-4398.

**① Contact the Sentencing Commission to obtain a *SWIFT!* account.**

**Email and Password:**

After you obtain an account, enter your email and password, then click the LOGIN button. If you have an Officer of the Court Remote Access (OCRA) account, your password will be the same as your OCRA account. Otherwise, after you apply for an account, you will receive a temporary password by email. Contact the Commission at 804-225-4398 if you forget your password. Your initial password will be: **new2vacourts!**

**Another Session in Use:** If you forgot to logout of a previous session, SWIFT will allow you to immediately sign in. The system will log you out of your first session and you will need to login again. The login box will appear above the red message box. Enter your email and password and click LOGIN.



Terms of Service

I, **Cassandra Wright (18821)**, affirm that I am an attorney or employed by an attorney in good standing with the Virginia State Bar, or employed by the Virginia Department of Corrections for the purpose of completing sentencing guidelines/reports, or employed by a Virginia community-based probation services agency required by the court to complete guidelines/reports, and authorized by the Virginia Criminal Sentencing Commission to access the system. I acknowledge and agree that any data accessed in this system may not be sold or posted on any other Internet Web Site or in any way redistributed to an unauthorized third party. I have reviewed and acknowledge both disclaimers regarding the [circuit court](#) and [general district court](#) case data utilized by this system. I further acknowledge and agree that the Virginia Criminal Sentencing Commission reserves the discretion to deny access to ensure compliance with the Code of Virginia and Information Security Standards of the Office of Executive Secretary of the Supreme Court of Virginia and the Virginia Information Technologies Agency.

② **Terms of Service:** After you have logged into *SWIFT!*, the Terms of Service screen will appear. Click on the button indicating that you acknowledged the terms and certify that all the information is true.



Guidelines Search

Record Type:  New  Drafts

Court: \_\_\_\_\_ County

Court Type:  Circuit  General District

Guidelines: Cover Sheet

Defendant: \_\_\_\_\_

Date range: \_\_\_\_\_ to \_\_\_\_\_

### 3 The Guidelines Search

Enter the appropriate identifying information to narrow your search for a specific defendant.

A. **Record Type:** To create a new set of guidelines click “New” in the Record Type bar.

B. **Court:** Using the drop-down menu click on the specific court where the conviction(s) occurred. Also, the guidelines will be submitted to the court identified.

C. **Court Type:** Select either “Circuit” or “General District” for Court Type. General District is only used to develop preliminary guidelines. If a case has been certified to Circuit Court, click “Circuit” to accurately connect court orders, to populate the docket number and other identifying information.

D. **Guidelines:** Leave “Cover Sheet” as the guidelines offense and the application will select the appropriate worksheet according to the search results. If court data will not be used, select the guidelines worksheet that is needed, leave the defendant field blank and click submit.

E. **Defendant:** Search for the defendant by entering last name, first name (e.g., Jones, John). You can also search by last name only, or partial last name, but this will increase the search time. Click on “Submit” and the system will display all pending charges for that individual.

**Defendant Not Listed:** If your defendant is not included in the list, you may create guidelines by:

1. Set “Record Type” to New
2. Identify the “Court” (e.g., Richmond City)
3. Set “Guidelines” to the worksheet you want to create (e.g., Assault)
4. Leave the “Defendant” and “Date Range” fields blank.
5. Click Submit and a blank worksheet will be created for you to enter all the required information

*\*See page 33 for additional instructions for printing blank worksheets and using SWIFT in jurisdictions not utilizing court data to populate fields.*

**Guidelines Search**

Record Type:  New  Drafts

Court:

Court Type:  Circuit  General District

Guidelines:

Defendant:

Date range:  to

Search results: New-Henrico County-Circuit

Name	Docket no.	Charge	Offense Date	Hearing Date
BROWN, JOHNSON	CR2000062100	✓ POSS.OF CONTROLLED SUBSTANCE	2019-04-24	2020-05-19
DOE, JOHN	CR0600229700	✓ GRAND LARCENY	2006-01-19	2020-06-02
DOE, JOHN	CR0600229800	✓ GRAND LARCENY	2006-01-24	2020-06-02
DOE, JOHN	CR0600229900	✓ STATUTORY BURGLARY	2006-01-29	2020-06-02
DOE, JOHN	CR0600230000	✓ STATUTORY BURGLARY	2006-02-04	2020-06-02
DOE, JOHN	CR0600230100	✓ GRAND LARCENY	2006-02-04	2020-06-02
DOE, JOHN	CR0600288300	✓ POSS MARIJ & COCAINE RESIDUE	2005-12-12	2020-06-02
JACKSON, JOHN	CR1900359600	✓ GRND LARCENY: >=\$500 NOT PE...	2019-02-18	2020-05-21
LAYNE, MILES JOHNSTON	CR1500239702	• CAP/SC REV/POSSESS HEROIN	2018-09-11	2020-06-03
MILLER, ANDREW JOHN	CR2000056600	✓ EMBEZZLEMENT >=\$500	2017-08-29	2020-05-28

Guidelines Offense
  Sentencing Guideline Offense
  Probation Violation Offense

**4 Select Defendant and Charge:** The system will return a list of all defendants with the identified name who have pending charges in the selected court. To select a specific defendant, click on any pending charge for that person. The charge you select will populate corresponding fields on the cover sheet of the sentencing guidelines.

Guidelines offenses will have a check mark (✓) next to them, but all pending guidelines and non-guidelines offenses with the same hearing date for the defendant selected will be transferred to the convictions section on the Cover Sheet for you to select the primary offense in the sentencing event. Since Probation Violations are not to be scored as an additional offense on the sentencing guidelines, any violations with the same hearing date will not be transferred to the cover page.

*Note: When selecting an offense, try to select the primary offense based on sentencing guidelines rules. However, you will be able to identify and change the primary or most serious offense as you complete the sentencing guidelines worksheets.*



Save

### Sentencing Guidelines • Larceny Cover Sheet

Sched. Sentencing: 06/02/20

Complete this form ONLY for applicable felonies sentenced on or after July 1, 2019.

**Offender**

<b>Name</b>	CCRE:
First: JOHN	CORIS Offender ID:
Middle:	PSI #:
Last: DOE	SSN:
Suffix:	Date of Birth: 1981 mm/dd/yyyy

SSN and Birthdate are populated, but are not visible for security reasons

**Court**

Judicial Circuit: 14 FIPS Code: 087

City/County:

Sentencing Judge's Name:

Prosecuting Commonwealth's Attorney:

Defense Attorney:

Preparer Name: CHRIS SNOW

Commonwealth's Attorney  
 Probation Officer

**Convictions**

Offense	Counts	VCC	Offense Date	Docket No.
Primary Offense			MM DD YY	
GRAND LARCENY	3	LAR 2359 F9	1 19 06	CR0600229700
Additional Offense + <input checked="" type="radio"/> Text <input type="radio"/> Drop-Down				
1. GRAND LARCENY	3	LAR 2359 F9	01 19 06	CR0600229700
2. GRAND LARCENY	3	LAR 2359 F9	01 19 06	CR0600229700

Primary Offense Code Section §: 18.2-95

In the example, Grand Larceny (3 counts) was selected and the defendant also had pending charges of two counts of Burglary and one count Possession of Schedule I/II Drug . In addition to offender and court information, three drop down offense boxes are added to the cover sheet. The number of drop-down boxes will be determined by the number of pending charges (including number of counts) for the defendant. Initially, all will be labeled as Grand Larceny, since that was the charge selected in the previous step.

Draft: 1 Update Clone Delete Final PDF

### Sentencing Guidelines • Larceny Cover Sheet

Sched. Sentencing: 07/01/20

Complete this form ONLY for applicable felonies sentenced on or after July 1, 2020.

A Sentencing Date Must Be Entered ↑



**SAVE:** Click “Save” and the “Draft” option will appear. This draft option allows you to generate and save as many versions as needed until all parties agree on the charges. It is also a quick way to include charges that are added at the last minute to the sentencing event.

Draft: 1 ▼ Update Clone Delete Final PDF

Select draft Worksheet   
 Update Existing Worksheet   
 Create New Copy /Draft   
 Delete   
 Finalize for Court   
 Create PDF to Print

Convictions		Offense	Counts	VCC	Offense Date	Docket No.
		Primary Offense			MM DD YY	
		GRAND LARCENY	3 + -	LAR 2359 F9	01 19 06	CR0600229700
	Additional Offense + ● Text ○ Drop-Down					
- 1.		STATUTORY BURGLARY	2 + -	BUR 2216 F9	01 29 06	CR0600229900
- 2.		POSS MARIJ & COCAINE RESIDUE	1 +	NAR 3022 F5	12 12 05	CR0600288300
	Primary	<div style="border: 1px solid black; padding: 2px;">                     GRAND LARCENY                      STATUTORY BURGLARY  <span style="background-color: blue; color: white; padding: 2px;">POSS MARIJ &amp; COCAINE RESIDUE</span> </div>				

METHOD OF ADJUDICATION

Use the drop-down menu for each individual offense to select a different charge than the one that is populated. In this example, the primary offense is Grand Larceny (3 counts) and the additional offenses are two counts Burglary and one count Possess Cocaine. (Note: The number of counts for each offense, the VCC , the offense dates and docket numbers are populated based on the information entered in the Court Automated Information System. **Correct any VCC or date that is not correct.** VCCs have no standing in law (§ 19.2-390.01) and must be corrected to reflect sentencing guidelines rules for selecting the primary offense and VCCs.

Manipulate the charges identified in this application to reflect the actual convictions (including number of counts) in the sentencing event – add offenses that will be sentenced in the same event, remove offenses that will be nolle prossed, etc. There is no continuation sheet, enter all the convictions on this screen.

To display multiple counts of each offense, click on the blue show/hide arrow ▼ located to the far right of the Offense Counts column.

Convictions


Please check this box and change the F or M in the Virginia Crime Code (VCC) to a D if one or more offenses is in violation of deferred dispositions §§ 18.2-251, 18.2-258.1, 19.2-298.02 or 19.2-303.6 (e.g. NAR-3022-F5 to NAR-3022-D5).



Convictions		Offense	Counts	VCC	Offense Date	Docket No.
		Primary Offense			MM DD YY	
		GRAND LARCENY - \$200 OR MORE NOT FROM P	3 + -	59 F9	01 19 06	CR0600229700
	Additional Offense +					
- 1.		STAT. BURGLARY OF STRUCTURE TO COMMIT L	2 + -	BUR 2216 F9	01 29 06	CR0600229900
- 2.		POSSESSION SCHEDULE I OR II DRUG	1 +	NAR 3022 F5	12 05 05	CR0600288300

Primary Offense Code Section §: 18.2-95(II)

**5 Offense Not in the Drop-Down List?** There are several options:








1. If the charge is not listed in the information populated with court data, manually change the VCC code. Add the correct counts, VCC and offense date and the system will automatically populate the offense description.

2. To **Delete** an additional offense (including all associated multiple count entries), click on the blue  to the left of the charge you would like to delete. This will delete all counts associated with this charge.

3. To **Delete** individual counts of a specific charge, click on the blue show/hide arrow  next to the number of counts box. When all additional counts along with the offense date and corresponding docket number are displayed you can then select the minus button  to the right of the specific count you would like to delete.

Convictions








Please check this box and change the F or M in the Virginia Crime Code (VCC) to a D if one or more offenses is in violation of deferred dispositions §§ 18.2-251, 18.2-258.1, 19.2-298.02 or 19.2-303.6 (e.g. NAR-3022-F5 to NAR-3022-D5).

Offense	Counts	VCC	Offense Date	Docket No.
Primary Offense			MM DD YY	
GRAND LARCENY - \$200 OR MORE NOT FROM P	4 	LAR 2359 F9	01 19 06	CR0600229700 
			01 24 06	CR0600229800 
			02 04 06	CR0600230100 
Additional Offense 				
1. STAT. BURGLARY OF STRUCTURE TO COMMIT L	2 	BUR 2216 F9	01 29 06	CR0600229900
2. POSSESSION SCHEDULE I OR II DRUG	1 	NAR 3022 F5	12 05 05	CR0600288300

Primary Offense Code Section §: 18.2-95(II)

4. **Add** additional counts for specific offenses by clicking on the plus symbol next to the number of counts box for that specific offense. New input fields for Offense Date and Docket Number will appear.

Convictions

Offense	Counts	VCC	Offense Date	Docket No.
Primary Offense			MM DD YY	
GRAND LARCENY	4 	LAR 2359 F9	1 19 06	CR0600229700 
			01 24 06	CR0600229800 
			02 04 06	CR0600230100 
Additional Offense  <input checked="" type="radio"/> Text <input type="radio"/> Drop-Down				
1. STATUTORY BURGLARY	2 	BUR 2216 F9	01 29 06	CR0600229900
2. POSS MARIJ & COCAINE RESIDUE	1 	NAR 3022 F5	12 12 05	CR0600288300

Primary Offense Code Section §: 18.2-95



5. **Add** additional charges by clicking the plus symbol next to the Additional Offenses field.

Convictions

Please check this box and change the F or M in the Virginia Crime Code (VCC) to a D if one or more offenses is in violation of deferred dispositions §§ 18.2-251, 18.2-258.1, 19.2-298.02 or 19.2-303.6 (e.g. NAR-3022-F5 to NAR-3022-D5).


Offense	Counts	VCC	Offense Date	Docket No.
			MM DD YY	
<b>Primary Offense</b> GRAND LARCENY - \$200 OR MORE NOT FROM P Additional Offense +	3 + v	LAR 2359 F9	01 19 08	CR0600229700
1. STAT. BURGLARY OF STRUCTURE TO COMMIT L.	2 + v	BUR 2216 F9	01 29 06	CR0600229900
2. POSSESSION SCHEDULE I OR II DRUG	1 +	NAR 3022 F5	12 05 05	CR0600288300

Primary Offense Code Section §: 18.2-95(II)

Note: The primary offense(s) must be in the first box and the order of additional offenses may be changed by using a series of drop-down boxes and adding new additional offense boxes.



**Note:** Do not use the back button on your web browser to return to a previous page. This will discontinue your SWIFT! session and your worksheet will not be saved.

 **VIRGINIA  
CRIMINAL SENTENCING COMMISSION**

Search Admin Worksheet Help Logout Logged in as: Kimberly Thomas (9023)

Draft: 1 Update Clone Delete Final PDF

## Sentencing Guidelines - Case Details Worksheet

EXAMPLE,

**Defendant**

<p><b>1. Name</b></p> <p>First: <input type="text"/></p> <p>Middle: <input type="text"/></p> <p>Last: EXAMPLE</p> <p>Suffix: <input type="text"/></p>	<p><b>2. Info</b></p> <p>Gender: N/A</p> <p>Race: N/A</p> <p>Ethnicity: N/A</p> <p>Age: <input type="text"/></p> <p>Physical Disability: <input type="text"/></p> <p><input type="checkbox"/> Intellectual Disability</p> <p><input type="checkbox"/> Autism Spectrum Disorder</p> <p><input type="checkbox"/> Unknown</p>
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**3. Type of Counsel:**  Retained  Court Appointed  Public Defender  Other  Unknown

**4. Pretrial Status:**  Secured Bond  Unsecured Bond  Own Recognizance  Confinement  Third Party Release  Unknown

**5. Pretrial Supervision by Pretrial Services Agency:**  No  Yes  Yes, ordered but did not complete/attend  Unknown

**6. Posttrial Status:**  Secured Bond  Unsecured Bond  Own Recognizance  Confinement  Third Party Release  Unknown

**7. Source of Bond:**  Personal  Family  Other  Bonding Company  N/A  Unknown

**8. Total Time Served Prior to Sentencing:** Years yy  Months mm  Days ddd   N/A

**9. Number of Codefendants:**

**10. Legal Status at Offense (Check all that apply)**

<input type="checkbox"/> Escaped	<input type="checkbox"/> Inmate	<input type="checkbox"/> Mandatory Parole	<input type="checkbox"/> Discretionary Parole
<input type="checkbox"/> Geriatric Release - § 53.1-40.01	<input type="checkbox"/> Post Release - §19.2-295.2	<input type="checkbox"/> Probation	<input type="checkbox"/> Bond
<input type="checkbox"/> Recognizance	<input type="checkbox"/> Community Program	<input type="checkbox"/> Pre-Trial Supervision	<input type="checkbox"/> Good Behavior
<input type="checkbox"/> Juvenile Probation	<input type="checkbox"/> Juvenile Parole	<input type="checkbox"/> Summons	<input type="checkbox"/> None
<input type="checkbox"/> Unknown	<input type="checkbox"/> Other <input type="text"/>		

**11. Weapon Use:**  None  Possessed  Used to Injure  Used to Threaten (includes by voice, note, text, etc.)  Unknown

**12. Weapon Type**

<input type="checkbox"/> Firearm	<input type="checkbox"/> Knife	<input type="checkbox"/> Explosive	<input type="checkbox"/> Blunt Object	<input type="checkbox"/> Simulated/Feigned Weapon
<input type="checkbox"/> Note/Verbal	<input type="checkbox"/> Vehicle	<input type="checkbox"/> Animal	<input type="checkbox"/> N/A	<input type="checkbox"/> Other <input type="text"/>

**13. Offender's Role:**  Alone  Leader  Accomplice  Police Officer/LEO  Not Determined  Unknown

**14. Value of Property Taken/Damaged:** Highest value for one item \$  Total value of all items \$   N/A

**15. Location:**  Bank  Business  Residence  Street/Outside  Automobile  Other   N/A

**16. Injury to Victim**

<input type="checkbox"/> Death	<input type="checkbox"/> Life Threatening	<input type="checkbox"/> Serious Physical	<input type="checkbox"/> Physical
<input type="checkbox"/> Emotional	<input type="checkbox"/> Threatened	<input type="checkbox"/> None	<input type="checkbox"/> N/A

**17. Victim Relationship to Offender**

<input type="checkbox"/> None/Stranger	<input type="checkbox"/> Known	<input type="checkbox"/> Friend
<input type="checkbox"/> Family	<input type="checkbox"/> Police Officer/LEO	<input type="checkbox"/> Other <input type="text"/>

**18. Victim Info**

Gender: N/A	Ethnicity: N/A
Race: N/A	Physical Disability: <input type="text"/>
Age: <input type="text"/>	<input type="checkbox"/> Intellectual Disability
	<input type="checkbox"/> Autism Spectrum Disorder
	<input type="checkbox"/> Unknown

**19. Type of Primary Drug:**  **Quantity:**  **Unit:**   N/A

**20. Number of Felony Juvenile Adjudications:** Person  Property  Drug  Other   None  Unknown

For "Other" you can choose from the drop-down menu, or you can type in your own text.

**8 Completing the Case Details Worksheet:** Use the drop-down menu, check the appropriate box, or manually enter the requested information for each factor. When you click the "Next" button on the bottom of the page, the application will advance to Worksheet A.



Save

### Larceny • Section A

Offender Name: JO JONES

Primary Offense (counts for attempted/conspired offenses are in parenthesis)

Counts	A. Attempted or conspired larceny (1).....	1	Score <input type="text" value="0"/>
	B. Statutory maximum penalty equals 5 years		
	1.....	1	
	2.....	4	
	3.....	6	
	C. Statutory maximum penalty equals 10 years		
	1.....	3	
	D. Grand larceny auto		
	1.....	5	
	2.....	7	
	3.....	10	
	E. Grand larceny from person		
	1.....	4	
	2.....	11	
	F. Grand larceny of a firearm		
	1.....	1	
	G. Failure of bailee to return animal, aircraft, vehicle or boat		
	1.....	4	
	H. Larceny of bank notes, checks or any book of accounts; Any other larceny offense with maximum penalty of 20 years		
	1.....	2	
2-3.....	4		
4.....	6		

Primary Offense Remaining Counts • Total the maximum penalties for counts of the primary not scored above

Years	5 - 11.....	1	<input type="text" value="0"/>
	12 - 22.....	2	
	23 - 33.....	3	
	34 - 44.....	4	
	45 or more.....	5	

Additional Offenses • Total the maximum penalties for additional offenses, including counts

Years	Less than 1.....	0	<input type="text" value="0"/>
	1 - 11.....	1	
	12 - 22.....	2	
	23 - 33.....	3	
	34 - 44.....	4	
	45 or more.....	5	

**9 Scoring Worksheet A:** Manually enter scores by using the tab button to move down the worksheet score boxes, or click on the number of points you want to assign and the system will populate the box for that factor. You can also click on and highlight the zero with your mouse to manually enter a score. The score will automatically total at the bottom. When you click the “Next” button on the bottom of the page, the application will advance to the next appropriate worksheet, either Worksheet B or C, based on the total score on worksheet A.





Save

Larceny • Section A

Offender Name: JONES

Primary Offense (counts for attempted/conspired offenses are in parenthesis)		Score
Counts	A. Attempted or conspired larceny (1).....	1
	B. Statutory maximum penalty equals 5 years	
	1.....	1
	2.....	4
	3.....	6
	C. Statutory maximum penalty equals 10 years	
	1.....	3
	D. Grand larceny auto	
	1.....	5
	2.....	7
	3.....	10
	E. Grand larceny from person	
	1.....	4
	2.....	11
F. Grand larceny of a firearm		
1.....	1	
G. Failure of bailee to return animal, aircraft, vehicle or boat		
1.....	4	
H. Larceny of bank notes, checks or any book of accounts; Any other larceny offense with maximum penalty of 20 years		
1.....	2	
2-3.....	4	
4.....	6	
	<b>Score</b>	<input type="text" value="2"/>

Primary Offense Remaining Counts - Total the maximum penalties for counts of the primary not scored above		Score
Years	5 - 11.....	1
	12 - 22.....	2
	23 - 33.....	3
	34 - 44.....	4
	45 or more.....	5
	<b>Score</b>	<input type="text" value="0"/>

Additional Offenses - Total the maximum penalties for additional offenses, including counts		Score
Years	Less than 1.....	0
	1 - 11.....	1
	12 - 22.....	2
	23 - 33.....	3
	34 - 44.....	4
	45 or more.....	5
	<b>Score</b>	<input type="text" value="1"/>

Prior Convictions/Adjudications - Total the maximum penalties for the 5 most recent and serious prior record events		Score
Years	Less than 2.....	0
	2 - 11.....	1
	12 - 20.....	2
	21 - 36.....	3
	37 or more.....	4
	<b>Score</b>	<input type="text" value="4"/>

Prior Felony Larceny Convictions/Adjudications		Score
Counts	1.....	2
	2 - 3.....	3
	4 or more.....	4
	<b>Score</b>	<input type="text" value="3"/>

Other Prior Felony Property Convictions/Adjudications		Score
Counts	1 - 4.....	1
	5 or more.....	2
	<b>Score</b>	<input type="text" value="0"/>

Prior Felony Convictions/Adjudications Against Person		Score
Counts	1.....	1
	2 or more.....	2
	<b>Score</b>	<input type="text" value="0"/>

Prior Misdemeanor Convictions/Adjudications(Excludes Traffic)		Score
Counts	1 - 4.....	1
	5 - 8.....	2
	9 or more.....	3
	<b>Score</b>	<input type="text" value="1"/>

Prior Incarcerations/Commitments - If YES, add 5		Score
		<input type="text" value="5"/>

Prior Juvenile Record - If YES, add 1		Score
		<input type="text" value="0"/>

Legally Restrained at Time of Offense		Score
	None.....	0
	Other than parole/post-release, supervised probation or CCCA.....	1
	Parole/post-release, supervised probation or CCCA.....	2
	<b>Score</b>	<input type="text" value="1"/>

SCORE THE FOLLOWING FACTOR ONLY IF PRIMARY OFFENSE IS H:EMBEZZLEMENT (§ 18.2-111)		Score
Amount of Embezzlement	Less than \$10,000.....	0
	\$10,000 - \$19,999.....	3
	\$20,000 - \$74,999.....	6
	\$75,000 - \$119,999.....	9
	\$120,000 or more.....	14
	<b>Score</b>	<input type="text" value="0"/>


Total Score • If total is 15 or less, go to Section B. If total is 16 or more, go to Section C.

Prev Next

9 Scoring Worksheet A continued: The application will sum the points assigned and based on the total points will automatically advance to the appropriate worksheet (i.e., B, C or Cover Sheet). Worksheet B functions the same as Worksheet A. As described in the next section, there is a different way to score three factors on Worksheet C.

Note: There are edits on each worksheet to prevent errors. In the future, there will be more complex edit checks added.




**VIRGINIA  
CRIMINAL SENTENCING COMMISSION**

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Search [Worksheet](#) Logout Logged in as: Jody Fridley (3653)

Draft:

**Larceny • Section C** Offender Name: JONES

**Primary Offense** (counts for attempted/conspired offenses are in parenthesis)

		Prior Record Classification			
		Category I	Category II	Other	
<b>A. Attempted or conspired larceny</b>					
(1 count) .....		8	4	2	
<b>B. Statutory maximum penalty equals 5 or 10 years</b>					
1 count .....		20	10	5	
2 counts .....		28	14	7	
3 counts .....		40	20	10	
<b>C. Grand larceny auto</b>					
1 count .....		32	16	8	
2 - 3 counts .....		56	28	14	
4 counts .....		72	36	18	
<b>D. Grand larceny from person</b>					
1 count .....		40	20	10	
2 counts .....		56	28	14	
3 counts .....		68	34	17	
<b>E. Grand larceny of a firearm</b>					
1 count .....		68	34	17	
<b>F. Failure of bailee to return animal, aircraft, vehicle or boat</b>					
1 count .....		28	14	7	
<b>G. Larceny of bank notes, checks, etc. or any book of accounts</b>					
1 - 2 counts .....		32	16	8	
3 counts .....		96	48	24	
<b>H. Any other larceny offense with a maximum penalty of 20 years</b>					
1 count .....		28	14	7	
2 counts .....		44	22	11	
3 counts .....		56	28	14	
					<b>Score</b> <input type="text" value="7"/>

**Primary Offense Remaining Counts** • Assign points to each count of the primary not scored above and total the points.

Years	Maximum Penalty	
5, 10	.....	1
20 or more	.....	2
<input type="text" value="0"/>		

**Additional Offenses** • Assign points to each additional offense (including counts) and total the points.

Years		
Less than 5	.....	0
5, 10	.....	1
20	.....	2
30	.....	3
40 or more	.....	5
<input type="text" value="2"/>		

**Prior Convictions/Adjudications** • Assign points to the 5 most recent and serious prior record events and total the points.

Years	Maximum Penalty	
Less than 10	.....	0
10, 20	.....	1
30	.....	2
40 or more	.....	3
<input type="text" value="2"/>		

**Prior Felony Larceny Convictions/Adjudications**

Counts		
1	.....	1
2	.....	2
3	.....	3
4 or more	.....	4
<input type="text" value="2"/>		

**Other Prior Felony Property Convictions/Adjudications**

Counts		
1	.....	0
2 - 3	.....	1
4 or more	.....	2
<input type="text" value="0"/>		

**Prior Felony Convictions/Adjudications Against Person**

Counts		
1	.....	2
2	.....	4
3 or more	.....	6
<input type="text" value="0"/>		

**Prior Felony Drug Convictions/Adjudications**

Counts		
1 - 2	.....	1
3	.....	2
4 or more	.....	3
<input type="text" value="0"/>		

**Prior Juvenile Record** - If YES, add 3

**Legally Restrained at Time of Offense**

Counts		
None	.....	0
Other than parole/post-release, supervised probation or CCCA	.....	3
Parole/post-release, supervised probation or CCCA	.....	4
<input type="text" value="3"/>		

**SCORE THE FOLLOWING FACTOR ONLY IF PRIMARY OFFENSE IS H:EMBEZZLEMENT (§ 18.2-111)**

**Amount of Embezzlement**

Less than \$28,000	.....	0
\$28,000 - \$89,999	.....	24
\$90,000 or more	.....	30
<input type="text" value="0"/>		

**Total Score** • See Larceny Section C Recommendation Table for guidelines sentence range.   
Then go to Section D Nonviolent Risk Assessment and follow the instructions.

**10 Scoring Worksheet C:** Worksheet C is scored the same as worksheet A and B, except for Primary Offense Remaining Counts, Additional Offenses, and Prior Convictions. For these factors you must manually enter the total points, because preparers must assign points for each count and total the points.

**Fraud, Larceny and Drugs** click “Next” to go to Worksheet D, the Nonviolent Risk Assessment. **For all other offenses**, click on the first gray box at the top to return to the cover sheet and to populate the guidelines recommendation. *Note: Scoring Sex Offender Risk Assessment functions the same as a Worksheet A.*



Search Worksheet Logout



Logged in as: Jody Fridley (3653)

Draft: 1 Update New Final PDF

### Nonviolent Risk Assessment • Section D

Offender Name: JONES

#### Ineligibility Conditions

- A. Was the offender recommended for **Probation/No Incarceration** on Section B?  Y  N
- B. Are any prior record offenses violent (Category I/II listed in Appendix A of the Guidelines Manual)?  Y  N
- C. Are any of the offenses at sentencing violent (Category I/II listed in Appendix A of the Guidelines Manual)?  Y  N
- D. Do any of the offenses at sentencing require a mandatory term of incarceration?  Y  N

- If answered YES to ANY, "Not Applicable" will be checked under "Nonviolent Risk Assessment Recommendations" on the cover sheet.
- If answered NO to ALL, complete remainder of Section D worksheet.

Prev Next

● **Nonviolent Risk Assessment:** All the "Ineligibility Conditions" must be answered. If the answer to any question is "YES" – the Nonviolent Risk Assessment does not apply. If the answer to all the questions are "NO" – the Nonviolent Risk Assessment will become active and must be completed. Once all the questions are answered, click on the first gray box at the top to return to the cover sheet and to populate the guidelines recommendation.

#### Offender Age at Time of Offense

Younger than 21 years	22	<b>Score</b> <input type="text" value="22"/>
21 to 29 years	16	
30 to 43 years	7	
Older than 43 years	1	

#### Gender

Offender is Female	13	<b>Score</b> <input type="text" value="9"/>
Offender is Male	9	

#### Prior Adult Felony Convictions

<b>Counts</b>	0	<b>Score</b> <input type="text" value="15"/>
1 - 2	5	
3 or more	15	

#### Prior Adult Incarcerations

<b>Number</b>	0	<b>Score</b> <input type="text" value="4"/>
1 - 9	4	
10 or more	32	

Legally Restrained at Time of Offense • If YES, add 6

**Total Score** • If 31 or less, the offender will be recommended for alternative punishment.  
If 32 or more, the offender will NOT be recommended for alternative punishment.

Prev Next

**!** Note that when you return to the Cover Sheet, the Guidelines Recommendation is populated – Section B or Section C, and the Nonviolent Risk Assessment or the Sex Offender Risk Assessment when required.

SENTENCING GUIDELINES RECOMMENDATION	
<p><b>Section B</b></p> <p><input type="radio"/> Probation/No Incarceration</p> <p><input type="radio"/> Incarceration 1 Day to 3 Months</p> <p><input type="radio"/> Incarceration 1 Day to 6 Months</p> <p><input type="radio"/> Incarceration 3 to 6 Months</p> <p><input type="radio"/> Probation/No Incarceration or Incarceration to 6 Months</p> <p>Mandatory Minimum: <input type="text"/> <input type="text"/> <input type="text"/> <i>yyy/mm/ddd</i></p>	<p><b>Section C</b></p> <p><input type="radio"/> Life Sentence</p> <p><input checked="" type="radio"/> Incarceration (Enter Midpoint and Range Below)</p> <p>Range Midpoint: <input type="text"/> 1 <input type="text"/> 4 <input type="text"/> 0 <i>yyy/mm/ddd</i></p> <p>Sentence Range: <input type="text"/> 0 <input type="text"/> 9 <input type="text"/> 0 to <input type="text"/> 2 <input type="text"/> 0 <input type="text"/> 0</p> <p><input type="checkbox"/> Recommendation Adjusted for Mandatory Minimum</p>
NONVIOLENT RISK ASSESSMENT	
<p><input type="radio"/> Recommended for Alternative Punishment</p> <p><input checked="" type="radio"/> NOT Recommended for Alternative Punishment</p> <p><input type="radio"/> Not Applicable (INELIGIBILITY CONDITIONS marked on Section D)</p> <p><input type="radio"/> Not a DRUG, FRAUD or LARCENY Offense</p>	

**!** Remember to save the worksheet, finalize it for the court and/or print a copy. Any non-finalized drafts will automatically be deleted after 12 months.

Search Admin [Worksheet](#) Help Logout Logged in as: Kimberly Thomas (9023)

Draft: 1

**Sentencing Guidelines • Larceny Cover Sheet** Sched. Sentencing:

Complete this form ONLY for applicable felonies sentenced on or after July 1, 2023 and before July 1, 2024.

Offender	
<input type="text" value="Name"/>	<input type="text" value="CCRE"/>

**Update:** This function works the same as save. Click to update any work you want to save under the current draft.

**Clone:** This function will make an exact copy of a draft. You will then be able to make any changes to the worksheets and save your changes. After cloning a draft, the new numeric draft value will appear in the draft menu.

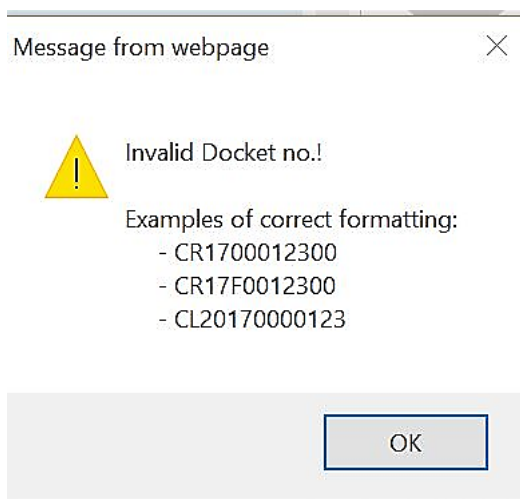
**Final:** Currently the FINAL button removes the words “For Review Purposes Only” from the worksheet and places an electronic version of the worksheets on the judge’s docket. In future versions, this function will also be used to electronically submit guidelines to the attorneys, judges and probation officers connected to the case. When your court has fully adopted SWIFT, officers of the court will be able to see the final version(s) of the guidelines – as they

do today when you provide each with a paper copy. [Please continue to provide paper copies until your court advises otherwise.](#)

If you are in a court that populates SWIFT! with court data, the docket number should populate for you. If you are not using court data, you will have to enter a correctly formatted docket number for each offense. If no docket number is entered when you click on the Final button, you will receive a message indicating that you must enter a valid docket number.



If you enter an incorrectly formatted docket number, you will receive a message indicating that the docket number is invalid with examples of correct docket number formats.

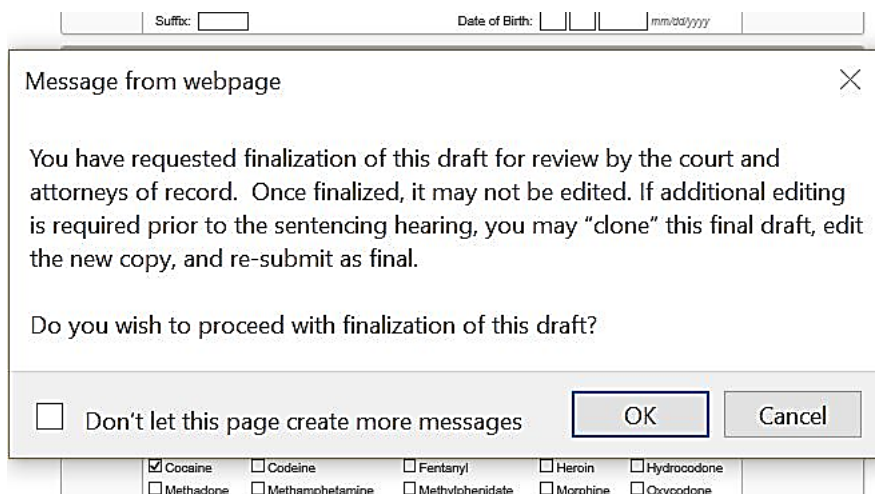


**LOWER COURT:** If completing guidelines at the general district court or juvenile court level, use a placeholder circuit court docket number such as CR1900000001. If the case is transferred to circuit court, then the correct docket number would need to be entered to submit the guidelines to the correct judge.

Once you click FINAL, a message will appear asking that you confirm you want to proceed with finalizing the draft (This is the same function as handing or mailing a paper copy to the court).

To edit the finalized guidelines worksheet the user must CLONE the finalized version to make any changes to the worksheet. (This is the same function as editing a guideline and handing or mailing a corrected copy or an alternative guideline to the court.)

Currently the FINAL button removes the words “For Review Purposes Only” from the worksheet and places an electronic version of the worksheets on the judge’s docket. In future versions, this function will also be used to electronically submit guidelines to the attorneys, judges and probation officers connected to the case. When your court has fully adopted SWIFT, officers of the court will be able to see the final version(s) of the guidelines – as they do today when you provide each with a paper copy. Please continue to provide paper copies until your court advises otherwise.



After you finalize a draft, a checkmark will be displayed next to the Final button.

Search Admin Worksheet Help Logout ■ ■ ■ ■ ■ Logged in as: Kimberly Thomas (9023)

Draft: 1 ▾ Clone Delete Final ✓ PDF

## Sentencing Guidelines • Drug/Schedule I/II Cover Sheet

Complete this form ONLY for applicable felonies sentenced on or after July 1, 2018.

Sched. Sentencing: 03/29/19

**Offender**

<b>Name</b>	CCRE:
First:	CORIS Offender ID:

You are able to CLONE, edit, then click FINAL to print multiple finalized versions of the guidelines for the court to review. In future editions, the FINAL button will be the same as mailing or handing the guidelines to the court. All finalized guidelines will be available to officers of the court for review, however, for the judge, SWIFT will default to the most recently submitted finalized draft first. Attorneys may advise the judge to review other versions of the guidelines. In the future, a remarks section will be added so the preparer will have the ability to name and identify each individual draft (e.g., Alternative Guidelines #2: Reason - victim is scored as under age 13).

**PDF:** Use this button to create a draft PDF, with the draft watermark, or a copy of the final guidelines without a draft watermark. Print and deliver or mail hard copies of the PDF to attorneys and the court. If acceptable in your jurisdiction, you may email PDFs. Continue to follow local procedures until advised otherwise by your court.

**Sched. Sentencing:** Keep this current to allow the courts to better manage documents needed during the sentencing phase. This initial date is populated by court records but is not updated after the initial transfer of data to the sentencing guidelines. **(A sentencing date must be entered, or the worksheet will not save.)**



## ! Finding, Reviewing and Finalizing Drafts.



### VIRGINIA CRIMINAL SENTENCING COMMISSION

[Search](#) [Worksheet](#) [Logout](#)

Logged in as: Jody Fridley (3653)

**Guidelines Search**

Record Type:  New  Drafts

Court:  County

Court Type:  Circuit  General District

Guidelines:

Defendant:

Date range:  to

Search results: Drafts-Alleghany County ↻

Name	Docket no.	Primary Offense	VCC	Date	Range Midpt.	Sentencing	Drafts
JONES ,	0034201	REC/BUY STOLEN GO...	LAR-2808-F9	09/12/16	001-04-00	06/13/17	2

Search results: Drafts-Alleghany County ↻

Name	Docket no.	Primary Offense	VCC	Date	Range Midpt.	Sentencing	Drafts
JONES ,	600034201	REC/BUY STOLEN GO...	LAR-2808-F9	09/12/16	001-04-00	06/13/17	2
JONES ,	600034201	REC/BUY STOLEN GO...	LAR-2808-F9	09/12/16	001-04-00	06/13/17	1

1. To locate a draft, click on “Search” which will activate the Guidelines Search window. Click “Drafts” and select the court name from the drop-down list. Enter the defendant’s name or partial name. You can further narrow your search by entering a Date Range (based on scheduled sentencing dates). If unable to locate a draft, clear the defendant and date range fields to view all drafts and finalized guidelines pending sentencing. **Guidelines that are past the scheduled sentencing date may not be available for viewing.**

2. Search Results for your county will return the number of drafts created for the defendant. To expand the list for details, click on the case highlighted in blue. A list of all drafts will be highlighted in green.

**Guidelines Search**

Record Type:  New  Drafts

Court: Tazewell County

Court Type:  Circuit  General District

Guidelines: Cover Sheet

Defendant:

Date range: 02/24/2023 to 02/24/2024

Search results: Drafts-Tazewell County

Name	Docket no.	Primary Offense	VCC	Date	Range Midpt.	Sentencing	Drafts
HUDDLESTON, ERIC...	CR1600138100	DIS/MANU SCH I O...	NAR-3045-F9	05/17/16	--	06/12/23	2
HUDDLESTON, ERIC...	CR1600138100	DIS/MANU SCH I O...	NAR-3045-F9	05/17/16	--	06/12/23	1
HUDDLESTON, ERIC...	CR1600138100	DIS/MANU SCH I O...	NAR-3045-F9	05/17/16	--	12/12/23	1
TAYLOR, JAMES MI...	CR1500074400	DIST/MANUF OXYCO...	NAR-3045-F9	10/15/14	--	06/10/23	1

\* Final

*Note: The draft numbers that have been finalized will appear in red.*

3. Once you have modified a draft, you can save the changes or create a new draft. When you are ready, you can print a PDF copy with a draft watermark or finalize it as the official guidelines and print without the draft watermark.

*Note: You can identify different drafts by the primary offense, midpoint or sentencing date. For example, if the receiving stolen property was reduced to possess burglary tools, the primary and guidelines recommendation will be different.*

**Note:**

If you are unable to locate a draft after entering the defendant’s name, remove the defendant’s name and enter a date range that includes the scheduled sentencing date. Once you click on submit, all drafts that have scheduled sentencing dates within the listed date range will be displayed.

**Guidelines Search**

Record Type:  New  Drafts

Court: Tazewell County

Court Type:  Circuit  General District

Guidelines: Cover Sheet

Defendant:

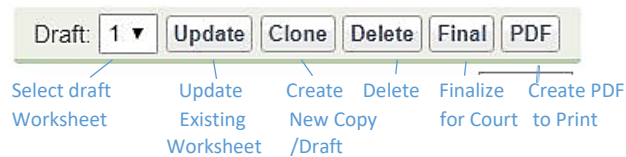
Date range: 02/24/2023 to 02/24/2024

If you are unsure of the scheduled sentencing date at the time the draft was submitted, clear the date range and click on submit. All previously submitted drafts will be displayed.

## Printing out a Copy of Guidelines

To print a copy of the Guidelines worksheets, you must first save and select the draft you want to print.

**SAVE:** Click SAVE and the CLONE option will appear. This CLONE option allows you to generate and save as many versions as needed. Each time you select CLONE, a new draft will be added. UPDATE will overwrite the existing version of the draft. The PDF option also appears at this time, which will allow you to create a PDF (DRAFT or FINAL) that can be printed or emailed.



**PRINTING DRAFTS:** When you save a guidelines draft and print a PDF copy, the words “DRAFT-NOT FOR USE BY THE COURT, FINALIZE IN SWIFT- NOT TO THE SIGNED BY JUDGE” will appear on the top of each page.

**DRAFT - NOT FOR USE BY THE COURT**  
FINALIZE IN SWIFT - NOT TO BE SIGNED BY JUDGE

**Sentencing Guidelines Cover Sheet**  
Created by the VCSA in cooperation with the Department of Public Safety on July 1, 2003 and revised July 1, 2005.    Scheduled Sentencing Date: 07/05/23

◆ **OFFENDER**  
First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: EXAMPLE Suffix: \_\_\_\_\_  
Date of Birth: [ ] [ ] [ ] SSN: \_\_\_\_\_  
CORE: \_\_\_\_\_ CORE O-ender ID: \_\_\_\_\_ PSI #: \_\_\_\_\_

◆ **COURT**  
Judicial Circuit: [ 2 ] City/County: \_\_\_\_\_ FPO Code: \_\_\_\_\_ 001: [ ] [ ] [ ] [ ] [ ] [ ]  
Sentencing Judge's Name: \_\_\_\_\_  
Printer Name: \_\_\_\_\_  Commissioned Attorney  Public Defender

The words “DRAFT-NOT FOR USE BY THE COURT, FINALIZE IN SWIFT-NOT TO THE SIGNED BY JUDGE” appear as a watermark across the top of each worksheet.

To print a PDF copy of your saved draft without the words “DRAFT-NOT FOR USE BY THE COURT, FINALIZE IN SWIFT-NOT TO THE SIGNED BY JUDGE” on each page, you will need to click the “FINAL” button after you have saved the draft you would like to print. After you have clicked on the “FINAL” button, click on the PDF button. The function of the “FINAL” button is to indicate that the draft is ready for court review and removes the “DRAFT-NOT FOR USE BY THE COURT, FINALIZE IN SWIFT- NOT TO THE SIGNED BY JUDGE” watermark. When advised by the VCSC or your court, FINAL will allow you to electronically transfer sentencing guidelines to the court.

Finalized drafts cannot be edited directly. To edit finalized guidelines, clone (i.e., Click on CLONE) and make your changes to the guidelines. You can then click FINAL to remove the draft watermark from the cloned draft. In future versions, the FINAL button will submit the clone to the court for review. For now, continue to print and distribute paper copies.

Search Admin Worksheet Help Logout Logged in as: Kimberly Thomas (9023)

Draft: 1

## Sentencing Guidelines • Larceny Cover Sheet

Complete this form ONLY for applicable felonies sentenced on or after July 1, 2018. Sched. Sentencing: 03/29/19

**Offender**

	Name	CCRE:	
--	------	-------	--

Printing worksheets without the words “DRAFT-NOT FOR USE BY THE COURT, FINALIZE IN SWIFT- NOT TO THE SIGNED BY JUDGE”, continued.

When you click on the PDF button after clicking on the “FINAL” button the worksheets will create a PDF without the words “DRAFT-NOT FOR USE BY THE COURT, FINALIZE IN SWIFT- NOT TO THE SIGNED BY JUDGE.”

at Logged in as: Kimberly Thomas (9023)

Draft: 1

## • Larceny Cover Sheet

ies sentenced on or after July 1, 2018. Sched. Sentencing: 03/29/19

	CCRE:	
--	-------	--

The thumbnail shows a preview of the Larceny Cover Sheet form. It includes sections for Offender, Court, and Primary Offense. A red arrow points to the thumbnail from the text on the right.

The words “DRAFT-NOT FOR USE BY THE COURT, FINALIZE IN SWIFT- NOT TO THE SIGNED BY JUDGE” will no longer appear

# Cover Sheet and Offense Details Page

## Cover Sheet

When printing a PDF copy of the Sentencing Guidelines worksheets, the cover sheet will only list the primary offense.

### ◆ PRIMARY OFFENSE

Please check this box and change the F or M in the Virginia Crime Code (VCC) to a D if one or more offenses is in violation of deferred dispositions §§ 18.2-251, 18.2-258.1, 19.2-298.02 or 19.2-303.6 (e.g. NAR-3022-F5 to NAR-3022-D5).

Description	Counts	VCC		Offense Date			
		Month	Day	Year			
GRAND LARCENY - \$200 OR MORE NOT FROM PERSON	3	LAR	2359	F9	01	19	06
Primary Offense Code Section § 18.2-95(II)	Docket Number		CR0600229700				

For a comprehensive list of all offenses in the sentencing event, please refer to the **Docket Details** page following the **Final Disposition**.

## Offense Details Page

The Offense Details page will list all the offenses in the sentencing event, including each offense date and associated docket number.

Offense Details				
Offender Name				
Offense	Counts	VCC	Offense Date	Docket No.
<b>Primary</b>				
GRAND LARCENY	3	LAR-2359-F9	1/19/06	CR0600229700
			01/24/06	CR0600229800
			02/04/06	CR0600230100
<b>Additional</b>				
1. STATUTORY BURGLARY	2	BUR-2216-F9	01/29/06	CR0600229900
			02/04/06	CR0600230000
2. POSS MARIJ & COCAINE RESIDUE	1	NAR-3022-F5	12/12/05	CR0600288300
HENRICO COUNTY				

## Toggle Switches for Certain Worksheets

Section C of the **Drug Schedule I/II** worksheets, the **Burglary Other** worksheets and the **Miscellaneous Person and Property** worksheets contain a “toggle switch” that enables you to toggle back and forth between scores for the completed act and scores for attempted or conspired acts. The default setting displays scores for the completed act. To view the scores for the attempted or conspired acts simply click on “attempted or conspired” and SWIFT will display the appropriate score.

Click on “Attempted/Conspired” in the darker shaded area to display scores for attempted or conspired acts.

Drug/Schedule I/II • Section C Offender Name:

Primary Offense	Prior Record Classification		
	Category I <input type="radio"/>	Category II <input type="radio"/>	Other <input type="radio"/>
<b>A. Possess Schedule I or II drug or First offender violation*</b>			
1 count	20	10	5
2 counts	28	14	7
3 counts	36	18	9
<b>B. Sell, Distribute, Possession with intent, etc., Schedule I or II drug</b>			
Completed	48	24	12
2 counts	64	32	16
Attempted/Conspired	76	38	19
4 counts	104	52	26
<b>C. Sell, etc., Schedule I or II drug, second offense</b>			
Completed	110	66	22
Attempted/Conspired	310	188	62
<b>D. Sell, etc., Schedule I or II drug - third or subsequent offense*</b>			
1 count	175	105	35
2 counts	390	234	78
<b>E. Manufacture Methamphetamine, first or second offense, § 18.2-248(C1)*</b>			
1 count	145	87	29
<b>F. Sell, etc., Schedule I or II drug to minor*</b>			
1 count	60	30	15
<b>G. Accommodation/Sell, etc., Schedule I or II drug*</b>			
1 count	32	16	8
2 counts	40	20	10
<b>H. Sell, etc., imitation Schedule I or II drug; Possession of methamphetamine precursors</b>			
1 count	12	6	3
2 counts	20	10	5

\* Attempted, conspired or completed.

Score

Once you click on the Attempted/Conspired toggle, the scores for Attempted and Conspired offense will appear.





## © Sentencing Revocation Report & Probation Violation Guidelines

© Probation Violation Guidelines should be submitted to the court through locally established procedures, no more than thirty (30) days prior to the violation hearing. The Sentencing Revocation Report (SRR) and probation violation guidelines cannot be prepared outside the 30 days. Any forms prepared in advance are invalid and must be updated and completed within the established time frames before being submitted to the court. In addition, forms being prepared for a case without an established hearing date will not have available court data for use in the *SWIFT!* application.

### **Temporary Procedural Change until further notice:**

Until Probation Officers have the ability to share the guidelines in SWIFT electronically with the Commonwealth's Attorney and defense counsel, the Sentencing Revocation Report and Probation Violation Guidelines may be attached to the Major Violation Report with the following conditions:

1. The case should not be finalized if there is no scheduled hearing.
2. If no hearing is completed in 30 days, the Guidelines must be cloned and updated.
3. Once a hearing date is scheduled, finalize the guidelines in *SWIFT!*
4. The Judge may sign a DRAFT copy of the guidelines when there is an urgent need to move the case forward; however, someone in the courtroom must hand-write the docket number on the Sentencing Revocation Report.



Guidelines Search

Record Type:  New  Drafts

Court:

Court Type:  Circuit  General District

Guidelines:

Defendant:

Date range:  to

Search results: New-Henrico County-Circuit

Name	Docket no.	Charge	Offense Date	Hearing Date
BANNON, BRIE JANE	CR2000081500	• SUSP SENTENCE VIOL-TYPE NO ...	2019-09-12	2020-05-19
BARR, BARBARA JANE	CR1900363300	✓ STRANGLE:WOUND/INJURY RESUL...	2019-10-02	2020-08-13
BARR, BARBARA JANE	CR1900363400	• ASSAULT & BATTERY-FAM MEMBER	2019-10-02	2020-08-13
BREENE, JANE	CR2000012200	✓ DRUGS: POSSESS SCH I OR II	2019-10-14	2020-05-27
DOE, JANE	CR0500594904	• CAP/SC REV/ROBBERY	2020-02-20	2020-05-28
DOE, JANE	CR0600009804	• CAP/SC REV/ABDUCTION	2020-02-20	2020-05-28
DOE, JANE	CR0600010204	• CAP/SC REV/MALICIOUS WOUNDI...	2020-02-20	2020-05-28

✓ Sentencing Guideline Offense • Probation Violation Offense

## 1 The Guidelines Search

Enter the appropriate identifying information to narrow your search for a specific defendant with a scheduled court date.

A. **Record Type:** To create a new set of guidelines click “New” in the Record Type bar.

B. **Court:** Using the drop-down menu click on the specific court where the conviction(s) occurred. Also, the guidelines will be submitted to the court identified.

C. **Court Type:** Select either “Circuit” or “General District” for Court Type. General District is only used to develop preliminary guidelines. If a case has been certified to Circuit Court, click “Circuit” to accurately connect court orders, to populate the docket number and other identifying information.

D. **Guidelines:** Leave “Cover Sheet” as the guidelines offense and the application will select the appropriate worksheet. You may also select “Probation Violation” as the Guidelines. If court data will not be used, select “Probation Violation.”

E. **Defendant:** Search for the defendant by entering last name, first name (e.g., Jones, John). You can also search by last name only, or partial last name, but this will increase the search time. Click on “Submit” and the system will display all pending charges for that individual.

Note: Probation Violation offenses are represented by a “●” to the left of the Charge Description column.

In the example below, clicking on the “DOE, JANE” record will group the following search results:

- Name: **DOE, JANE**
- ● Probation Violation offenses only
- **Hearing Date:** 2020-05-28

Search results: New-Henrico County-Circuit					
Name	Docket no.	Charge	Offense Date	Hearing Date	
BANNON, BRIE JANE	CR2000081500	• SUSP SENTENCE VIOL-TYPE NO ...	2019-09-12	2020-05-19	
BARR, BARBARA JANE	CR1900363300	✓ STRANGLE:WOUND/INJURY RESUL...	2019-10-02	2020-08-13	
BARR, BARBARA JANE	CR1900363400	ASSAULT & BATTERY-FAM MEMBER	2019-10-02	2020-08-13	
BREENE, JANE	CR2000012200	✓ DRUGS: POSSESS SCH I OR II	2019-10-14	2020-05-27	
DOE, JANE	CR0500594904	• CAP/SC REV/ROBBERY	2020-02-20	2020-05-28	
DOE, JANE	CR0600009804	• CAP/SC REV/ABDUCTION	2020-02-20	2020-05-28	
DOE, JANE	CR0600010204	• CAP/SC REV/MALICIOUS WOUNDI...	2020-02-20	2020-05-28	

✓ Sentencing Guideline Offense • Probation Violation Offense

VIRGINIA  
CRIMINAL SENTENCING COMMISSION

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Search Admin Worksheet Help Logout
Logged in as: Kimberly Thomas (9023)

Draft: 1

**Sentencing Revocation Report • Probation Violation Cover Sheet**
Sched. Sentencing: 07/05/23

**Offender**

<b>Name</b>	SID/CCRE: <input type="text"/>
First: <input type="text" value="JANE"/>	CORIS Offender ID: <input type="text"/>
Middle: <input type="text"/>	SSN: <input type="text"/>
Last: <input type="text" value="DOE"/>	Date of Birth: <input type="text"/> / <input type="text"/> / <input type="text"/> mm/dd/yyyy
Suffix: <input type="text"/>	

**Court**

Judicial Circuit: <input type="text" value="2"/> FIPS Code: <input type="text" value="001"/>
City/County: <input type="text"/>
Docket Number: <input type="text"/>
Sentencing Judge's Name: <input type="text"/>
Preparer Name: <input type="text"/>
<input type="radio"/> Commonwealth's Attorney <input type="radio"/> Probation Officer

**Most Serious Original Felony Offense Information**

Primary Offense <input type="text" value="ROBBERY - RESIDENCE"/>	VCC <input type="text" value="ROB"/> - <input type="text" value="1215"/> - <input type="text" value="F9"/>	Original Sentencing Date <input type="text" value="05"/> / <input type="text" value="23"/> / <input type="text" value="05"/> mm/dd/yy
---	---	--

## ② Selecting the Most Serious Offense

If your court follows established docket numbering protocols, the system will identify all the original offenses related to the probation violation docket numbers. Select the most serious offense from the drop-down list. The drop-down list will include all the underlying offenses for any violation that has the same hearing date as the violation you selected during the guidelines search. (Instructions for selecting the most serious primary offense can be found in the Probation Violation Guidelines Manual.)

Most Serious Original Felony Offense Information

Primary Offense  Drop-Down  Text

ROBBERY

ROBBERY

ABDUCTION

MALICIOUS WOUNDING

VCC

ROB - 1216 - F9

Original Sentencing Date

2 23 06 mm/dd/yy

No Incarceration

Detention or Diversion Center Incarceration (no active incarceration)

Jail or Prison

## Prior Revocations For All Underlying Offenses (For Current Revocation Event)

Enter the date for each previous revocation events for all of the underlying offenses along with the Department of Corrections Conditions violated for each previous revocation event. If the defendant was in violation of special conditions, you may choose from the drop-down menu or manually enter the special conditions violated. This field can be expanded to include up to 10 prior revocation events.

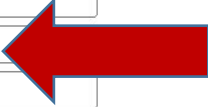
Prior Revocations For All Underlying Offenses (For Current Revocation Event)

Enter Date and DOC Number for Condition(s) Violated

	DATE mm/dd/yy	DOC NUMBER (Up to 5 total)	SPECIAL CONDITIONS (Enter manually or select item from list)
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>

[MORE](#)

The system will populate the docket number for the current violation. If a docket number is not available, use a correctly formatted placeholder circuit court docket number such as CR190000001. Please do not use the docket number for the underlying offense. In the future, this docket number will be used to get the guidelines to the correct judge.

Court	
Judicial Circuit:	2 FIPS Code: 001
City/County:	<input type="text"/>
Docket Number:	CR0500594904 
Sentencing Judge's Name:	<input type="text"/>
Preparer Name:	<input type="text"/>
	<input type="radio"/> Commonwealth's Attorney <input type="radio"/> Probation Officer

Check the box(es) indicating the Type of Revocation. Next check all the boxes that apply based on conditions cited in the current violation. In the example below this is the defendant's 2<sup>nd</sup> Technical violation for conditions 2-11, the first violation for condition 9 or 11, special conditions have been cited, and condition 1 has been cited due to a new felony conviction. Based on the boxes checked, SWIFT! will take you to the worksheet No New Law, New Law M or New Law F using heirarchy for selecting the most serious type of violation.

Type Of Revocation • Check All That Apply	
Complete SRR and Guidelines:	<input checked="" type="checkbox"/> State Supervised Probation for Felony
Conditions Violated as Cited by Probation and Parole	
Technical Violation Conditions 2-11:	<input type="checkbox"/> 1st <input checked="" type="checkbox"/> 2nd <input type="checkbox"/> 3rd or sub
Technical Violation Conditions 9 or 11:	<input checked="" type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd or sub
Special Conditions:	<input checked="" type="checkbox"/> Yes
New Law Violation:	<input type="checkbox"/> Misdemeanor
	<input checked="" type="checkbox"/> Felony
Worksheet to be Completed	
	No New Law Convictions
	No New Law Convictions
	No New Law Convictions
	New Law Misdemeanor
	New Law Felony
Complete SRR only, guidelines do not apply:	
<input type="checkbox"/> Local Probation <input type="checkbox"/> Good Behavior /Suspend Sentence <input type="checkbox"/> CCAP <input type="checkbox"/> Procedural <input type="checkbox"/> Post Release	
<b>NOTE:</b> This form is not completed for First Offender Violations, Deferred Finding Violations or Parole Violations	



### ③ Identify Conditions Cited in Major Violation Report

Check the corresponding box for all conditions cited in the Major Violation Report.

If violation of sex offender or gang instructions are cited as a special condition, check box number 12 and specify the special condition violated in the text box. Then use the drop-down menu under either #13 or #14 to select up to three special sex offender or gang member conditions violated.

If violation of sex offender or gang instructions are cited as condition 6, go to number 13 or 14 and select up to three special sex offender or gang member conditions violated.

Conditions Cited In Violation • Check All That Apply

<input checked="" type="checkbox"/> 1. Fail to obey all Federal, State, and local laws and ordinances	<input type="checkbox"/> 9. Use, own, possess, transport or carry firearm
<input type="checkbox"/> 2. Fail to report any arrests within 3 days to probation officer	<input type="checkbox"/> 10. Change residence or leave State of Virginia without permission
<input type="checkbox"/> 3. Fail to maintain employment or to report changes in employment	<input checked="" type="checkbox"/> 11. Abscond from supervision
<input type="checkbox"/> 4. Fail to report as instructed	<input checked="" type="checkbox"/> 12. Fail to follow special conditions/instructions
<input type="checkbox"/> 5. Fail to allow probation officer to visit home or place of employment	Specify (limit to 140 characters)
<input type="checkbox"/> 6. Fail to follow instructions and be truthful and cooperative	<input type="text" value="NO GANG INVOLVEMENT, SPECIAL GANG INSTRUCTIONS"/>
<input type="checkbox"/> 7. Use alcoholic beverages	
<input checked="" type="checkbox"/> 8. Use, possess, distribute controlled substances or paraphernalia	

13. Special Sex Offender Conditions/Instructions  
*Select up to three conditions violated*

1. -- select an option --

2. -- select an option --

3. -- select an option --

14. Special Gang Member Conditions/Instructions  
*Select up to three conditions violated*

1. 3. Appear at courthouse

2. 1. Associate with any known gang member

3. -- select an option --



#### 4 Complete Arrest and Pretrial Confinement Information.

Enter the date arrested for this violation.

Enter the date the defendant was arrested on a PB-15 or Capias for this violation. If a show cause summons was issued, enter either the date the show casuse was issued or the date it was served.

DATE ARRESTED FOR THIS VIOLATION:	<input type="text" value="06"/>	<input type="text" value="25"/>	<input type="text" value="23"/>	mm/dd/yy
-----------------------------------	---------------------------------	---------------------------------	---------------------------------	----------

Enter pretrial confinement information.

If confined since arrest, check the box “Confined Since Arrest for Violation.”

If the defendant was released from incarceration, provide the date range for the time the defendant was incarcerated.

PRETRIAL CONFINEMENT FOR THIS VIOLATION	
<input type="radio"/> No	<input checked="" type="radio"/> Confined Since Arrest for Violation
	<input type="radio"/> Both Incarcerated and at Liberty Pretrial
	<u>Dates Confined</u>
	mm/dd/yy 1: <input type="text"/> <input type="text"/> <input type="text"/> to <input type="text"/> <input type="text"/> <input type="text"/>
	mm/dd/yy 2: <input type="text"/> <input type="text"/> <input type="text"/> to <input type="text"/> <input type="text"/> <input type="text"/>
	(There is no indication that the times served will be applied to this case)

Pretrial Status Release.

Check the box corresponding defendant’s pre-trial release status. If the defendant has been confined since the arrest for this violation check “N/A.”

PRETRIAL STATUS RELEASE
<input type="checkbox"/> Bond <input type="checkbox"/> Secured <input type="checkbox"/> Unsecured <input type="checkbox"/> Own Recognizance <input type="checkbox"/> Third Party Release <input checked="" type="checkbox"/> N/A

5 Use the drop-down menu to select any alternatives for which the defendant may be eligible.

For Judicial Review

Treatment, Sanctions, Educational Programs & Alternatives Available

1100:COMMUNITY SERVICE      2010:SUPERVISION: GANG CONDITIONS/RESTRICT ▼

6 Complete the Appropriate Probation Violation Guidelines Worksheet.

If the defendant was an ICOTS case, check the box and use the drop-down menu to select the supervising state.

Enter the total amount of revocable time for the revocation event.

Base Guidelines on the Current Most Serious Primary Offense (VCC):  DOR 1215  F6  Original Sentencing was Incarceration/CCAP

ICOTS Case for Supervision of Current Primary Transferred to: -- select an option --

Amount of Total Revocable Time at Hearing Sentencing:  Life +    yyy/mmm/ddd



Enter the number of counts, relevant dates, VCC code, jurisdiction and sentencing information for any new law convictions.

Use the drop-down menu to enter select the state where the new conviction occurred. For federal convictions enter 999 for the FIPS code. Enter 888 for the FIPS code for out of state convictions.

Enter the sum of total active sentence for all new law convictions.

3. Condition 1 Violation: New Felony Conviction(s) for Offenses Committed During Current Supervision Period (All Courts)

<b>Counts</b>	A. Number of New Person Felony Convictions	<input type="text" value="1"/> x 20	<input type="text" value="20"/>
	B. Number of New Non-Person Felony Convictions	<input type="text" value="0"/> x 2	<input type="text" value="0"/>

New Conviction(s)																
Counts	Most Serious VCC			Offense Date			Sent./Conv. Date			FIPS	State	Effective Sentence			Pend. Sent.	
	REC	6624	F6	mm	dd	yy	mm	dd	yy			Years	Mos.	Days		*TS
<input type="text" value="1"/>	REC	6624	F6	12	15	22	02	28	23	760	Virginia	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="1"/>	LIC	6803	M1	12	15	22	02	28	23	760	Virginia	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="90"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sum of Total Effective (Active) Sentence for All New Convictions:    yyy/mm/ddd  
(including counts not listed above)

\* Time Served for Condition 1 violations

SWIFT! will populate the recommendation on the Sentencing Revocation Report.

RECOMMENDATION RANGE	
<input type="radio"/> No Time	<input type="radio"/> Time Served yy/mm/dd <input type="text" value="1"/> <input type="text" value="3"/> <input type="text" value="0"/> to <input type="text" value="4"/> <input type="text" value="0"/> <input type="text" value="0"/> <p>(Note to Judge: If you find the defendant has good rehabilitation potential, mark the box on the disposition page. The low end of the recommendation will be time served or zero additional days.)</p>

If you used court data to create the Sentencing Revocation Report, *SWIFT!* will produce an Offense Details Page which will list all associated docket numbers for the revocation event.

## Offense Details

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**Offender Name:** DOE, JANE

Offense	VCC	Offense Date	Docket No.
1. CAP/SC REV/ROBBERY	SSV-4849-F9	2020-02-20	CR0500594904
2. CAP/SC REV/ABDUCTION	SSV-4849-F9	2020-02-20	CR0600009804
3. CAP/SC REV/MALICIOUS WOUNDING	SSV-4849-F9	2020-02-20	CR0600010204

HENRICO COUNTY

If previous revocation events and the associated conditions violated were entered, the entire list will also appear on this page.

**Prior Revocations For All Underlying Offenses**(For Current Revocation Event)

DATE	DOC NUMBER	SPECIAL CONDITIONS
1. 2019-01-07	1,8	
2. 2020-09-27	11,12	1200:Curfew
3. 2021-04-17	6	
4. 2022-06-15	12	2200:Incarceration Programs: CCAP

HENRICO COUNTY

★ Instructions for Printing Blank Worksheets  
Not Utilizing Court Data to Populate the Fields



Search Worksheet Logout

Logged in as: Jody Fridley (3653)

**Guidelines Search**

Record Type:  New  Drafts

Court:  City

Court Type:  Circuit  General District

Guidelines:

Defendant:

Date range:  to

To utilize SWIFT without populating the fields with existing court data, set Record Type to “NEW,” identify the Court and Court Type, and set Guidelines to the worksheet you want to create. Leave all other search fields blank and click Submit. In the example, we are printing a blank Probation Violation worksheet. To print a blank form to handwrite information: Click “SAVE”, “FINAL”, “PDF” and print the blank PDF worksheet.

Users not authorized to populate the guidelines with court data are encouraged to manually enter the required information into the blank SWIFT form. Include both a valid scheduled sentencing date and docket number and score the worksheets before printing the guidelines. **The finalized guidelines can be printed and distributed based on current court policies and procedures for paper copies.**

Finalized worksheets will be electronically submitted to the court. Until notified by your court, continue to distribute paper copies to all interested parties. Since a docket number is not transferred to the guidelines, you will be required to include a valid court docket number on the cover page. Use the exact same docket format, including leading zeros, used by the court in order for the worksheets to appear on the judge’s docket. (If the docket number is not correct, SWIFT will alert you to the proper format).

The screenshot shows the 'Sentencing Revocation Report - Probation Violation Cover Sheet' form. It includes fields for Offender Name (First, Middle, Last, Suffix), SID/CCRE, CCRIS Offender ID, SSN, and Date of Birth. The Court section includes Judicial Circuit, City/County, FRS Code, and Sentencing Judge's Name. There are checkboxes for 'Probation Officer' and 'Domestic Violence'. The 'Most Serious Original Felony Offense Information' section has fields for Primary Offense, VCC, and Original Sentencing Date. The 'Prior Revocations For All Underlying Offenses' section includes a table with columns for DATE, DOC NUMBER, and SPECIAL CONDITIONS. At the bottom, there are checkboxes for 'Complete SRR and Guidelines' and 'State Supervised Probation for Felony'.

## Trouble Shooting Topics:

### CACHE

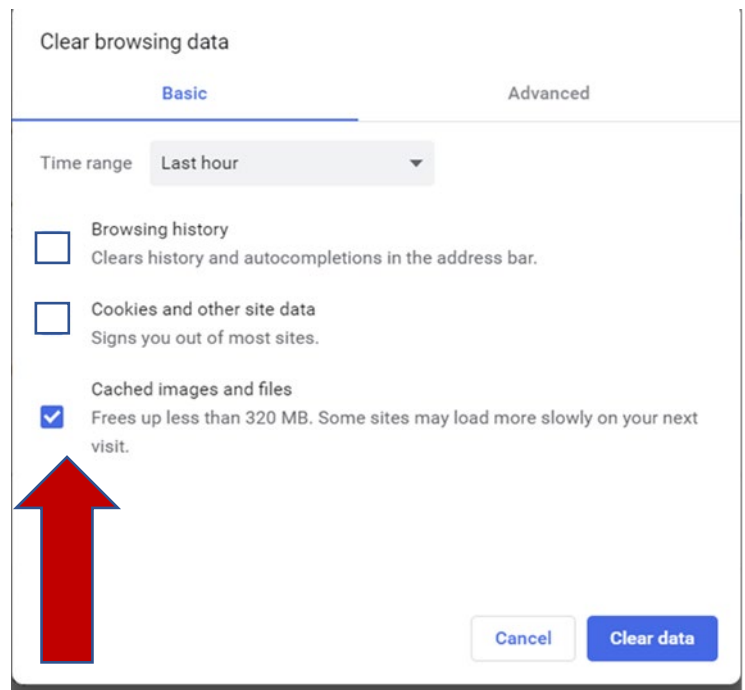
Clearing your cache after updates in *SWIFT!* or receiving error messages.

After an update in *SWIFT!* or you start receiving random error messages, clear the cache on your web browser. Clearing the cache will ensure your computer uses the most up-to-date version of *SWIFT!* Below are instructions for clearing your cache:

**Edge:** Settings, Clear browsing data, “Cached Images and Files.”



**Chrome:** CTRL+Shift+Del, and choose “Cached data and files.”



**DOCKET NUMBER, NOT AVAILABLE, INVALID:** If completing guidelines at the general district court or juvenile court level, or without court data, use a correctly formatted placeholder circuit court docket number such as CR1900000001. If the case is transferred to circuit court, then the correctly formatted docket number would need to be entered prior to finalizing the guidelines and submitting them to the court for the guidelines to be linked to the appropriate case.

**DRAFT, CANNOT LOCATE:** Go to the Guidelines Search screen. Select “Drafts” for Record Type. Select the sentencing court from the dropdown menu. Do not enter a name in the defendant box and clear the date range. Hit submit. This will display all the saved drafts you have previously created for the selected court.



**PASSWORD, FORGOT:** Contact the Commission at 804.225.4398 and a staff member will reset your password.

**PRINTING ISSUES:** If the worksheets are not printing, make sure that both your printer software and browser are up to date.

**SAVE, UNABLE TO:** To save a draft, you must be sure to enter a correctly formatted docket number, a valid Virginia Crime Code (VCC), and a valid sentencing date.

## Contact Information:

- Establish a **SWIFT!** Account
- User Concerns, Technical Issues
- Dismissed Employees/Suspension of Law License

**PHONE: 804-225-4398**

**EMAIL: SWIFT@vcsc.virginia.gov**

**TEXT: 804-393-9588**



## **WEBSITES:**

**[www.vcsc.virginia.gov](http://www.vcsc.virginia.gov)**

(Includes Links to **SWIFT!** and the Mobile Website)

**[mobile.vcsc.virginia.gov](http://mobile.vcsc.virginia.gov)**

(Mobile Manual, Mobile Website and VCC Search)

**Virginia Criminal Sentencing Commission • 100 North 9<sup>th</sup> Street • 5<sup>th</sup> Floor  
– Supreme Court of Virginia Building –  
Richmond, VA 23219**