



Sentencing Guidelines Cover Sheet

Scheduled Sentencing Date:

____/____/____

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

◆ OFFENDER

First _____ Middle _____ Last _____ Suffix _____

Date of Birth: _____
Month Day Year

Social Security Number: _____

CCRE: V A _____

CORIS Offender ID: _____

PSI: _____

◆ COURT

Judicial Circuit _____

City/County _____

FIPS Code: _____

Sentencing Judge's Name _____

For Office Use Only

Preparer Name _____ Commonwealth's Attorney

Probation Officer

Prosecuting Commonwealth's Attorney _____ Defense Attorney _____

◆ CONVICTIONS

Offense	Counts	VCC	Offense Date
			<small>Month Day Year</small>
Primary Offense	____	____-____-____	____/____/____
Additional Offenses	____	____-____-____	____/____/____
_____	____	____-____-____	____/____/____

Primary Offense Code Section § _____

Docket Number _____

◆ METHOD OF ADJUDICATION

Jury Trial Sentence Set by Jury: _____
Years Months Days Life Juvenile Fine Only

Bench Trial Guilty Plea Alford Plea/Nolo contendere

◆ SENTENCING GUIDELINES RECOMMENDATION

Section B

- Probation/No Incarceration
- Incarceration 1 Day to 3 Months
- Incarceration 1 Day to 6 Months
- Incarceration 3 to 6 Months
- Probation/No Incarceration or Incarceration to 6 Months

Section B
Mandatory Minimum _____

Section C

- Life Sentence
- Incarceration *(Enter Midpoint and Range Below)*

Range Midpoint _____
Years Months Days

Sentence Range _____ TO _____
Years Months Days

Non Guidelines Offense
(Primary offense is a non guidelines offense)

Recommendation Adjusted for Mandatory Minimum

◆ NONVIOLENT RISK ASSESSMENT Section D of Drug, Fraud, and Larceny Worksheets

- Recommended for Alternative Punishment
- NOT Recommended for Alternative Punishment
- Not Applicable (INELIGIBILITY CONDITIONS marked on Section D)
- Not a DRUG, FRAUD or LARCENY Offense

Fraud Section A

Offender Name: _____

◆ Primary Offense

A. Other than listed below		
1 count	3	
2 counts	7	
3 counts	11	
B. Credit card theft		
1 count	4	
2 counts	11	
C. Welfare or food stamp fraud (\$500 or more); false application for public assistance		
1 count	2	
2 counts	3	
D. Passing bad checks (\$500 or more); Credit card fraud (\$500 or more); Receiving goods from credit card (\$500 or more); Making false statement to obtain goods or utilities (\$500 or more)		
1 count	1	
2 counts	2	
3 counts	8	
E. Forging coins, checks or bank notes, or other writings; Uttering; Making or possessing forging instruments		
1 count	2	
2 counts	3	
3 counts	5	
F. Construction fraud		
1 count	2	
2 counts	3	
G. Use identifying information to defraud, > \$500 (1 count)		6
H. Obtain identifying information with intent to defraud, 2nd or subseq.		
1 count	1	
I. Receiving stolen credit card or credit card number with the intent to use or sell		
1 count	3	
2 counts	10	

Score

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

Years: Less than 40	0
40 or more	1

0	
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◆ Additional Offenses Total the maximum penalties for additional offenses, including counts

Years: Less than 5	0
5 - 14	1
15 - 29	2
30 - 39	3
40 or more	4

0	
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◆ Prior Convictions/Adjudications Total maximum penalties for the 5 most recent and serious prior record events

Primary offense: H: Obtain identifying information with intent to defraud, 2nd or subseq.	
Years	Points
Less than 9	0
9 - 41	1
42 or more	2

Primary offense: All other offenses	
Years	Points
Less than 2	0
2 - 7	1
8 - 17	2
18 - 24	3
25 - 35	4
36 or more	5

0	
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◆ Prior Felony Property Convictions/Adjudications

Number of Counts: 1 - 2	1
3 - 4	3
5	4
6 or more	5

0	
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◆ Prior Misdemeanor Convictions/Adjudications (Excludes Traffic)

Primary offense: H: Obtain identifying information with intent to defraud, 2nd or subseq.	
Number of Counts	Score
1 - 5	1
6 or more	2

Primary offense: All other offenses	
Number of Counts	Score
1 - 3	1
4 - 6	2
7 or more	3

0	
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◆ Prior Incarcerations/Commitments

_____ If YES, add 3 →

0	
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◆ Prior Revocations of Parole/Post-Release, Supervised Probation or CCCA

_____ If YES, add 3 →

0	
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◆ Prior Juvenile Record

_____ If YES, add 1 →

0	
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◆ Legally Restrained at Time of Offense

None	0
Other than parole/post-release, supervised probation or CCCA	4
Parole/post-release, supervised probation or CCCA	9

0	
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Total Score

_____ If total is 10 or less, go to **Section B**. If total is 11 or more, go to **Section C**.

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Fraud Section B

Offender Name: _____

◆ Primary Offense

- A. Other than listed below
 - 1 count 2
 - 2 counts 4
- B. Credit card theft (1 count) 6
- C. Welfare or food stamp fraud (\$500 or more); false application for public assistance
 - 1 count 1
 - 2 counts 6
- D. Passing bad checks (\$500 or more); Credit card fraud (\$500 or more); Receiving goods from credit card (\$500 or more); Making false statement to obtain goods or utilities (\$500 or more)
 - 1 count 4
 - 2 counts 7
- E. Forging coins, checks or bank notes, other writings; Uttering; Making or possessing forging instruments (1 count) 6
- F. Construction fraud (1 count) 1
- G. Use of identifying information to defraud, > \$500 (1 count) 6
- H. Obtain identifying information with intent to defraud, 2nd or subsequent (1 count) 6
- I. Receiving stolen credit card or credit card number with the intent to use or sell (1 count) 7

Score

0	
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◆ Primary Offense Remaining Counts Total the maximum penalties for counts of the primary not scored above

- Years: Less than 19 0
- 19 - 27 1
- 28 - 36 2
- 37 or more 3

0	
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◆ Additional Offenses Total the maximum penalties for additional offenses, including counts

- Years: Less than 2 0
- 2 - 9 1
- 10 - 18 2
- 19 - 27 3
- 28 - 36 4
- 37 or more 5

0	
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◆ Prior Convictions/Adjudications Total the maximum penalties for the 5 most recent and serious prior record events

- Years: Less than 2 0
- 2 - 5 1
- 6 - 10 2
- 11 - 16 3
- 17 - 21 4
- 22 - 27 5
- 28 - 32 6
- 33 - 38 7
- 39 or more 8

0	
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◆ Prior Juvenile Record _____ If YES, add 2 →

0	
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◆ Legally Restrained at Time of Offense _____ If YES, add 4 →

0	
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SCORE THE FOLLOWING FACTOR ONLY IF PRIMARY OFFENSE IS H: OBTAIN IDENTIFYING INFORMATION WITH INTENT TO DEFRAUD, 2ND OR SUBSEQUENT (§18.2-186.3(D))

◆ Prior Misdemeanor Convictions/Adjudications (Excludes Traffic)

- Number of Counts: 1 - 7 1
- 8 or more 4

0	
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Total Score

See **Fraud Section B Recommendation Table** to convert score to guidelines sentence. Then, go to **Section D Nonviolent Risk Assessment** and follow the instructions.

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Fraud Section C

Offender Name: _____

◆ Primary Offense _____

— Prior Record Classification —

Category I Category II Other

A. Other than listed below			
1 count	24.....	12.....	6.....
2 counts	28.....	14.....	7.....
3 counts	40.....	20.....	10.....
4 counts	56.....	28.....	14.....
B. Credit card theft (1 count)	36.....	18.....	9.....
C. Welfare fraud or food stamp fraud (\$500 or more); false application for public assistance			
1 count	12.....	6.....	3.....
2 counts	20.....	10.....	5.....
D. Forging coins, checks or bank notes, other writings; Uttering; Making or possessing forging instruments			
1 count	28.....	14.....	7.....
2 - 3 counts	32.....	16.....	8.....
4 counts	40.....	20.....	10.....
E. Construction fraud (1 count)	36.....	18.....	9.....
F. Use identifying information to defraud, > \$500 (1 count)	36.....	18.....	9.....
G. Obtain identifying information with intent to defraud, 2nd or subsequent (1 count)	16.....	8.....	4.....
H. Receiving stolen credit card or credit card number with the intent to use or sell (1 count)	24.....	12.....	6.....

Score

0		
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◆ Primary Offense Remaining Counts _____

Assign points for each count of the primary not scored above and total the points

Maximum Penalty:	5.....	0.....
(years)	10, 20	1.....

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◆ Additional Offenses _____

Assign points to each additional offense (including counts) and total the points

Maximum Penalty:	Less than 10	0.....
(years)	10, 20	1.....
	30.....	2.....
	40 or more.....	3.....

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◆ Prior Convictions/Adjudications _____

Assign points to the 5 most recent and serious prior record offenses and total points

Maximum Penalty:	Less than 5	0.....
(years)	5, 10	1.....
	20.....	2.....
	30.....	3.....
	40 or more.....	4.....

0		
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◆ Prior Felony Fraud Convictions/Adjudications _____

Number	1.....	1.....
of Counts:	2.....	2.....
	3, 4.....	3.....
	5.....	4.....
	6.....	5.....
	7.....	6.....
	8.....	7.....
	9 or more.....	8.....

0	0	
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◆ Prior Juvenile Record _____

If YES, add 4 →

0	0	
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◆ On Parole/Post-Release, Supervised Probation, or CCCA at Time of Offense _____

If YES, add 5 →

0	0	
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Total Score _____

See **Fraud Section C Recommendation Table** for guidelines sentence range.
Then, go to **Section D Nonviolent Risk Assessment** and follow the instructions.

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Fraud/Section C

Nonviolent Risk Assessment ❖ Fraud Section D

Offender Name: _____

❖ Ineligibility Conditions

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

If answered YES to ANY, go to "Nonviolent Risk Assessment Recommendations" on cover sheet and check Not Applicable. If answered NO to ALL, complete remainder of Section D worksheet.

❖ Offender Age at Time of Offense _____

- Younger than 21 years 22
- 21 to 29 years 16
- 30 to 43 years 7
- Older than 43 years 1

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❖ Gender _____

- Offender is Female 1
- Offender is Male 10

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❖ Prior Adult Felony Convictions _____

- Number of Counts: 0 0
- 1 - 2 5
- 3 or more 15

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❖ Prior Adult Incarcerations _____

- Number: 0 0
- 1 - 9 4
- 10 or more 32

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❖ Legally Restrained at Time of Offense _____

If YES, add 6 →

0	
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Total Score _____

- 31 or less, check Recommended for Alternative Punishment.
- 32 or more, check NOT Recommended for Alternative Punishment.

Go to **Cover Sheet** and fill out **Nonviolent Risk Assessment Recommendations**.

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Fraud/Section D



Additional Offenses Continuation Sheet

Offender Name: _____

Offense	Counts	VCC	Offense Date		
			Month	Day	Year
_____	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>
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