

# Sentencing Guidelines Cover Sheet

Complete this form ONLY for applicable felonies sentenced on or after July 1, 2007.

## ◆ OFFENDER

First: \_\_\_\_\_ Middle: \_\_\_\_\_

Last: \_\_\_\_\_ Suffix: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Month Day Year

CCRE:  V  A \_\_\_\_\_ PSI Number: \_\_\_\_\_  
For Use by Probation Officer

## ◆ COURT

Judicial Circuit: \_\_\_\_\_ City/County: \_\_\_\_\_ FIPS Code: \_\_\_\_\_

Judge's Name: \_\_\_\_\_ Office Use Only

Preparer Name: \_\_\_\_\_ Preparer Title:  Commonwealth's Attorney  Probation Officer

Prosecuting Commonwealth's Attorney: \_\_\_\_\_ Defense Attorney: \_\_\_\_\_

## ◆ CONVICTIONS

Offense	Counts	VCC	Offense Date
Primary Offense:	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/> <small>Month Day Year</small>
Additional Offenses:	<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"/>

Primary Offense Code Section : § \_\_\_\_\_ Docket Number: \_\_\_\_\_

## ◆ METHOD OF ADJUDICATION

Jury Trial → Sentence Set by Jury:  Life Sentence     
Enter Sentence Years Months Days

Bench Trial  Guilty Plea  Alford Plea/Nolo contendere

## ◆ SENTENCING GUIDELINES RECOMMENDATIONS

### 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

Mandatory Minimum \_\_\_\_\_

### Section C

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

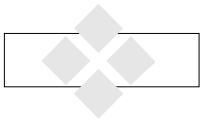
Range Midpoint     
Years Months

Sentence Range   TO    
Years Months Years Months

Recommendation Adjusted for Mandatory Minimum

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

- Recommended for Alternative Punishment  Not Applicable
- NOT Recommended for Alternative Punishment



# Final Disposition Fill in after sentence has been pronounced.

## ◆ SENTENCE

	Years	Months	Days	
Total Time Imposed Before Suspension ..... <input type="checkbox"/> Life Sentence +	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total Time to Serve (effective) ..... <input type="checkbox"/> Life Sentence +	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Sentenced to Time Served
Post Release Term §18.2 -10 .....	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Post Release Supervision Period §19.2 - 295.2 (A) .....	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Probation Period (Supervised) §19.2 - 303 ..... <input type="checkbox"/> Indefinite	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Check all that apply

- Incarceration Sentence to Run Concurrently With Another Sentencing Event
- Written Plea Agreement Accepted     Oral Sentence Recommendation Accepted
- Restitution \$  ,  ,  .        Fine \$  ,  ,  .

### Other Sentencing Programs (Check all that apply)

- Day Reporting
- Diversion Center Incarceration
- Electronic Monitoring
- Unsupervised Probation
- §18.2-251
- Community-Based Program \_\_\_\_\_  
Specify type or name of program
- Detention Center Incarceration
- Drug Court
- Intensive Probation
- Youthful Offender
- Other \_\_\_\_\_  
Specify type or name of program

*Office Use Only*

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## ◆ REASON FOR DEPARTURE

Must be completed pursuant to §19.2-298.01(B)

*Office Use Only*

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## ◆ SENTENCING DATE

Month	Day	Year

\_\_\_\_\_  
Judge's Signature

## ◆ ATTACH COURT ORDER AND MAIL

Pursuant to §19.2-298.01(E) \_\_\_\_\_

After sentencing, send to:

**Virginia Criminal Sentencing Commission • Fifth Floor • 100 North Ninth Street • Richmond, Virginia 23219**

*Office Use Only*

Error Code	Audit Code	PSI	Misc.

# 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 (\$200 or more); false application for public assistance	
1 count .....	2
2 counts .....	3
D. Passing bad checks (\$200 or more); Credit card fraud (\$200 or more); Receiving goods from credit card(\$200 or more); Making false statement to obtain goods or utilities (\$200 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, > \$200 (1 count) .....	6

Score

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## ◆ Primary Offense Additional 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

Years: 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: 1 - 2 .....	1
3 - 4 .....	3
5 .....	4
6 or more .....	5

0	
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## ◆ Prior Misdemeanor Convictions/Adjudications

Number: 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 (\$200 or more); false application for public assistance
  - 1 count ..... 1
  - 2 counts ..... 6
- D. Passing bad checks (\$200 or more); Credit card fraud (\$200 or more); Receiving goods from credit card (\$200 or more); Making false statement to obtain goods or utilities, (\$200 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, > \$200(1 count) ..... 6

Score

0	
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## ◆ Primary Offense Additional 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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## Total Score

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

# 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 (\$200 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, > \$200 (1 count) .....	36	18	9

**Score**  
▼  

0		
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**Primary Offense Additional 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
	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 Eff. 7-1-07

# Nonviolent Risk Assessment Section D

Offender Name: \_\_\_\_\_

## ◆ Ineligibility Conditions

- A. Was the offender recommended for **Probation/No Incarceration** on Section B? .....  Yes  No
- B. Do any of the offenses at sentencing involve the sale, distribution, or possession with intent, etc. of cocaine of a combined quantity of 28.35 grams (1 ounce) or more? .....  Yes  No
- C. Are any prior record offenses violent (Category I/II listed in Table A of the Guidelines Manual)? .....  Yes  No
- D. Are any of the offenses at sentencing violent (Category I/II listed in Table A of the Guidelines Manual)? .....  Yes  No
- E. 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.

## ◆ Offense Type *Select the type of primary offense* \_\_\_\_\_

Drug .....	3	
Fraud .....	3	
Larceny .....	11	

## ◆ Additional Offense(s) \_\_\_\_\_

If YES, add 5 → 0

## ◆ Offender Score factors A to D and enter the total score \_\_\_\_\_

A. Offender is a male .....	8	<input type="checkbox"/>	
+			
B. Offender's age at time of offense			
Younger than 30 years .....	13	<input type="checkbox"/>	
30 - 40 years .....	8		
41 - 46 years .....	1		
Older than 46 years .....	0	+	
C. Offender not regularly employed .....	9	<input type="checkbox"/>	
+			
D. Offender age 26 or more and never married (at time of offense) .....	6	<input type="checkbox"/>	=
			Enter A to D Total

## ◆ Arrest or Confinement Within Past 18 Months (prior to instant offenses) \_\_\_\_\_

If YES, add 6 → 0

## ◆ Prior Felony Convictions and Adjudications *Select the combination of adult and juvenile felony convictions/adjudications that characterizes the offender's prior record.* \_\_\_\_\_

Adult felony convictions only .....	3	
Juvenile felony convictions or adjudications only .....	6	
Both adult and juvenile felony convictions/adjudications .....	9	

## ◆ Prior Adult Incarcerations \_\_\_\_\_

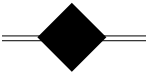
Number:	1 - 2 .....	3	
	3 - 4 .....	6	
	5 or more .....	9	

## Total Score \_\_\_\_\_

- 38 or less, check Recommended for Alternative Punishment.
- 39 or more, check NOT Recommended for Alternative Punishment.

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

Fraud Section D  
Eff. 7-1-07



# 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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