



# Sentencing Guidelines Cover Sheet

Scheduled Sentencing Date:

\_\_\_\_/\_\_\_\_/\_\_\_\_

Complete this form ONLY for applicable felonies sentenced on or after **July 1, 2011.**

## OFFENDER

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_ Suffix \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

Social Security Number: \_\_\_\_\_

CCRE:  V  A \_\_\_\_\_ CORIS/DOC 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
			Month Day Year
Primary Offense	____	____	____/____/____
Additional Offenses	____	____	____/____/____
_____	____	____	____/____/____

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

### Crime was Witnessed by or Committed in the Presence of a Child

Please check box if any crime(s) in current event were witnessed by or committed in the presence of a minor child (age 17 or under).  
A child is present if he or she is within sight or sound of the offense when it occurs. This information is for research purposes only.

## 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 \_\_\_\_ Years \_\_\_\_ Months \_\_\_\_ Days TO \_\_\_\_ Years \_\_\_\_ Months \_\_\_\_ Days

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 (\$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

--	--

## ◆ 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	
---	--

## ◆ 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	
---	--

## ◆ 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	
---	--

## ◆ Prior Felony Property Convictions/Adjudications

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

0	
---	--

## ◆ Prior Misdemeanor Convictions/Adjudications

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

0	
---	--

## ◆ Prior Incarcerations/Commitments If YES, add 3

0	
---	--

## ◆ Prior Revocations of Parole/Post-Release, Supervised Probation or CCCA If YES, add 3

0	
---	--

## ◆ Prior Juvenile Record If YES, add 1

0	
---	--

## ◆ 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	
---	--

## Total Score

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

--	--

# 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	
---	--

## ◆ 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	
---	--

## ◆ 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	
---	--

## ◆ 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	
---	--

## ◆ Prior Juvenile Record If YES, add 2

0	
---	--

## ◆ Legally Restrained at Time of Offense If YES, add 4

0	
---	--

## 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.

# 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		
---	--	--

## ◆ 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

--	--	--

## ◆ 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

--	--	--

## ◆ 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		
---	--	--

## ◆ Prior Felony Fraud Convictions/Adjudications

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

0	0	
---	---	--

## ◆ Prior Juvenile Record

If YES, add 4 →

0	0	
---	---	--

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

If YES, add 5 →

0	0	
---	---	--

## Total Score

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

--	--	--	--

# 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			
B. Offender's age at time of offense		+		
Younger than 30 years .....	13			
30 - 40 years .....	8			
41 - 46 years .....	1			
Older than 46 years .....	0	+		
C. Offender not regularly employed (during 2 years prior to arrest date) .....	9			
D. Offender age 26 or more and never married (at time of offense) .....	6			
<input type="checkbox"/> Information above not available (i.e., unable to interview defendant, defendant's lack of cooperation, etc.)				=
				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.

Fraud Section D

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



# 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"/>
_____	<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"/>
_____	<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"/>
_____	<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"/>
_____	<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"/>
_____	<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"/>
_____	<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"/>
_____	<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"/>
_____	<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"/>
_____	<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"/>
_____	<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"/>
_____	<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"/>