



Sentencing Guidelines Cover Sheet

Scheduled Sentencing Date:

____/____/____

Complete this form ONLY for applicable felonies sentenced on or after July 1, 2012.

◆ OFFENDER

First _____ Middle _____ Last _____ Suffix _____

Date of Birth: _____ 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 |
|---------------------|--------|-------|----------------|
| | | | 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: _____ 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 C**
- Life Sentence
 - Incarceration (Enter Midpoint and Range Below)

Range Midpoint _____

Sentence Range _____ TO _____

Section B Mandatory Minimum _____ 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 | <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 (during 2 years prior to arrest date) | 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 |
| | | | |

Information above not available (i.e., unable to interview defendant, defendant's lack of cooperation, etc.)

◆ 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**.



Final Disposition Fill In After Sentence Has Been Pronounced

SENTENCE

Total Time Imposed Before Suspension Life Sentence +

| | | | | | | | |
|-------|--|--|--------|--|------|--|--|
| Years | | | Months | | Days | | |
| | | | | | | | |

Total Effective Time to Serve Life Sentence +

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
|--|--|--|--|--|--|--|--|

Sentenced to Time Served

| | | | | | | | |
|---|--|--|--|--|--|--|--|
| Post Release | | | | | | | |
| Post Release Term § 18.2-10 | | | | | | | |
| Post Release Supervision Period § 19.2-295.2(A) | | | | | | | |

Probation Period (Supervised) § 19.2 - 303 Indefinite

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
|--|--|--|--|--|--|--|--|

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/Good Behavior
- § 18.2-251/§ 18.2-258.1
- Substance Abuse Treatment
- Community-Based Program _____
- Detention Center Incarceration
- Drug Court
- Intensive Probation
- Youthful Offender
- Other _____

| | | | | | |
|-----------------|--|--|-----|--|--|
| Office Use Only | | | | | |
| | | | | | |
| Other | | | CBP | | |

REASON FOR DEPARTURE

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

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
|--|--|--|--|--|--|--|--|

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 • 100 North Ninth Street • Fifth Floor • Richmond, Virginia 23219