



# Sentencing Guidelines Cover sheet

Scheduled Sentencing Date:

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

Complete this form ONLY for applicable felonies sentenced on or after July 1, 2017.

## ◆ 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
Primary Offense			Month Day Year
_____	____	____-____-____	____/____/____
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

# ◆ 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 + 

Years

Months

Days

 Sentenced to Time Served

Post Release

Post Release Term § 18.2-10 ..... 

Years

Months

Days

Post Release Supervision Period § 19.2-295.2(A) ..... 

Years

Months

Days

Probation Period (Supervised) § 19.2-303 .....  Indefinite 

Years

Months

Days

Good Behavior Period (§ 19.2-306) \_\_\_\_\_  
Years                      Months                      Days

*Check all that apply*

- Incarceration Sentence to Run Concurrently With Another Sentencing Event
- Written Plea Agreement Accepted = Rule 3A:8(c)(1) (A) or (C)
- Plea and Recommendation Accepted = Rule 3A:8(c)(1)(B)
- Oral Sentence Recommendation Accepted
- Restitution \$ \_\_\_\_\_  Fine \$ \_\_\_\_\_

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

- Day Reporting
- Detention Center Incarceration
- Diversion Center Incarceration
- Electronic Monitoring
- Intensive Probation
- § 18.2-251/§ 18.2-258.1
- Substance Abuse Treatment
- Community-Based Program \_\_\_\_\_
- CCAP Detention/Diversion Center Incarceration, 22-28 weeks
- CCAP Detention/Diversion Center Incarceration, 42-48 weeks
- Drug Court
- Youthful Offender
- DJJ Commitment  Indeterminate  Determinate
- Other \_\_\_\_\_

Office Use Only

Other	CBP

## ◆ REASON FOR DEPARTURE AND/OR MODIFICATION OF JURY SENTENCE

Must be completed pursuant to § 19.2-298.01(B) and/or § 19.2-295(B)/ § 19.2-303 

Years

Months

Days

---



---



---



---



---

## ◆ 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**

# 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
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

--	--

## ◆ 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	
---	--

## ◆ 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

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	
---	--

## ◆ Prior Felony Property Convictions/Adjudications

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

0	
---	--

## ◆ 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	
---	--

## ◆ 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
- 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	
---	--

## ◆ 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	
---	--

## ◆ 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	
---	--

**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 1 - 7 ..... 1
- of Counts: 8 or more ..... 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
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		
---	--	--

## ◆ 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

--	--	--

## ◆ 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

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 ❖ 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
- |  |  |
|--|--|
|  |  |
|--|--|

## ◆ Gender

- Offender is Female ..... 1
- Offender is Male ..... 10
- |  |  |
|--|--|
|  |  |
|--|--|

## ◆ Prior Adult Felony Convictions

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

## ◆ Prior Adult Incarcerations

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

## ◆ Legally Restrained at Time of Offense

\_\_\_\_\_ If YES, add 6 → 

0	
---	--

## 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**.

--	--

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"/>
_____	<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"/>