|  |
| --- |
| Before legal action will be considered please confirm the following evidence can be provided: |
| Home visits | Tel calls | Letters | Meetings | Action Plans | Referred to other agencies |
|  |
| School |  | Signed:Date: |
| Parent 1 |  | Interpreter: |
| Parent 2 |  |  |
| Child |  | DOB: |
| Address |   |
| ………………………………………………………………………………………………………………… |
| **Prosecution Admin:** |  |
| Offence Period |  **\_** | 4441/4441A | NGate | Database | Stud ID: |

|  |  |
| --- | --- |
| **COURT DATE:****Adj 1) Trial) Stat Dec)** | **SERVE BY**  |
|  |
| Record on planning | Email WY- Listings | Diary |
| **PREV CONV1** F VS C  | **PREV CONV2** F VS C  | Prev Check |
| PN/Att Spr$ - Entry | Court docs merged  | **Court docs sent** |
| PN/Att Spr$ - Docs sent | Pros Spr$ - Input | Filed |
| **SUMMONS** | Served | Lodged | Interpreter | Recorded |
| **Withdrawn from Court** | CME? Y/N | PN/Att $ | Pros$ | Email | Copy email | Diary |
|  |
| **BFD MAGS****OUTCOME** | **P1**  | Plea: G, NG, GA, W | Fine £ | VS £ | Costs £ | Other |
| **P2** | Plea: G, NG, GA, W | Fine £ | VS £ | Costs £ | Other |
| Pros $  | Feedback | Check Pros $ | Strip File | Database | Scan  |
|  |  |  |  |  |  |
| **NOTES:** |