

Single Justice Service (SJS)

Please note We Are Group does not offer any legal or financial advice or guidance.

This is a summarised version of the full training pack and is intended to be used as a handy reminder.

If you are new to delivering this service or have had an extended break away, we would **HIGHLY** recommend referring to the full training pack that includes a full breakdown of the process and screenshots of each page of the form.

You can find the link [here](#).

We recommend working on an offline document for any large passages of text. This will safeguard against losing your progress in the event you experience Internet connectivity problems, website drop outs, or other technical problems.

Please note that this is a non-proxy form-fill service so you CANNOT fill the form in on behalf of the user. If your session has been booked as remote, you can walk the user through the form, but they **MUST** complete it on their own device.



Required documents for the appointment

Below is a list of documents the user must bring to the appointment:

- The **Single Justice Procedure Notice (SJPN)**, which tells them what offence they have been accused of and their **Unique Reference Number (URN)**. They need the URN to access either online service
- Their National Insurance number
- If they are accused of a traffic offence, their driving license
- Details of their income and any benefits they receive (if any)
- Rough details of how much their major outgoings are, including rent or mortgage payments, council tax, household bills, child maintenance, and childcare
- Details of their employer if they may wish to pay the fine in instalments deducted from their wages.

If they are going to plead not guilty, they will need:

- Any evidence they have that supports their case
- The contact details of any witnesses to support their case.

If your booking is...

- For a traffic offence, please click here <https://www.gov.uk/make-a-plea>
- To make a plea for an offence, please click here <https://onlineplea.cjscp.org.uk/onlineplea/start.xhtml>

The Process

In both cases, the claimant will be asked to enter the user's unique reference number or case number.

Completing the form is very straightforward until the section where the user discloses their plea; this is whether they are guilty or not guilty. During this part, it is important that the user understands that they are being accused of a criminal offence, so if they plead guilty, they are saying they are guilty of the criminal offence they are being accused of.

In this instance, **a person is guilty if they committed the act they are accused of and have no “viable defence”**. In contrast, **a person is not guilty if either they did not do the thing they are accused of, or they did, but they have a “viable defence”**.

At this point, it is important to reassure the user that only recordable offences will appear on a DBS check about them (potential employers and others can ask for a DBS check to discover if someone has a criminal record). Most cases using the Single Justice Service, are not for recordable offences.

If the user does not understand why they have been charged or thinks they should not have been, explain that they can contact the prosecuting authority and ask for more details or for the charges to be dropped and explain why. Because of the tight deadline, it is advised that the user do this as well as enter a plea which they can then include on the plea that they have taken this action.

Please be aware that the Courts and Tribunal Service Centre (CTSC) helpline can only explain the court process, not why someone has been charged or what they should do about it.

Submitting the Plea

On the last slide the user needs to check all the information they have provided is correct. If they need to change something they can do so by clicking the “change” link next to the correct section. As this is a legal document, they will need to confirm that everything is true to the best of their knowledge. When the user presses the button at the bottom of the page, they will submit their plea and arrive at a confirmation screen. This screen will provide a reference number and contact details that they will need if they wish to contact the court again about their case so note down the information.

At the payment stage, the user making the payment will usually do this face-to-face, so it will involve enabling them to enter their card details on the computer.

After the appointment

If the user wants to change anything about their plea (including changing a guilty plea to a not guilty plea or the other way round), they can do so, but they cannot do it via the online service. **They will have to do it via post or email, quoting their reference number in the subject heading.**

It is advised that the user should do this as soon as possible.

For a list of helpful charities and organisations that can provide useful advice, guidance, and support click here: [Partner Signposting Booklet](#).