












Magistrates' Court Sentencing Guidelines for iPad – quick reference guide

Left-hand menu

	Search		Pronouncement cards
	A to Z list of guidelines		Latest updates
	Bookmarks		Useful information
	Explanatory materials		Help pages
	Fines calculator		

Find guidelines and offences


Using the search tool

- To open search, click on  and start typing in the “Search offences” box.
- To clear your search and look for another offence, tap on **X** in the search box.
- To close the keyboard, tap the keyboard icon  (bottom right corner of screen).

Hide search results

- To hide search results, tap  then  to close the list.



Using A–Z

- Select  from the side menu. Scroll through the list of offences.

Open/close A–Z list of offences

- Select  from the side menu, tap  at the top of the screen. Tap  to close.

Open/close left-hand menu



- Tap  at the bottom left of the screen. Tap  to close.

Bookmark guidelines


To bookmark a guideline, tap on the ribbon :

- on the blue heading bar of the guideline page,
- on the guideline title in the A–Z list, and/or
- on the guideline title in the search results.

Open the list of bookmarked guidelines



- On the side menu, select the bookmark ribbon .
- Select the guideline you want. Click on the title not the ribbon.
- To return from the list to your original guideline (if not bookmarked), tap .

Remove bookmarks from the bookmark list

- To remove a single bookmark, select the bookmark ribbon .
- To remove all bookmarks, select **X**.



Use more than one guideline at a time

- Bookmark the guidelines you want to look at.
- Open the bookmark list.
- Switch between guidelines. Use  and  to hide/show the list.

Highlight text

Turn on the highlighter tool  (top right of guideline page).

- To highlight a chunk of text, tap it.
 - To highlight a short piece of text: press and hold your finger down over any part of the text, wait for the blue box to appear, move the pins at the end(s) of the box to cover the text you want, tap “Highlight”.

Clear highlights

- To clear a single highlight, tap the highlighted area.
- To clear all highlights from the guideline, tap “Clear page”.
- To clear all highlights from the app, tap “Clear all”.

Calculate fines

Tips:

- Type in numbers only, eg 50 not £50.00.
- Select “Add victim surcharge” to move to page 2 to complete your calculation.
- Select “Start again” to clear the calculator.
- You can close the calculator at any time without losing your work. Your calculation will be saved unless you select “Start again” or close the app.

Enter income, victim surcharge, prosecution costs

- Use the drop-down list for pre-set amounts, or
- Select the box, type in the figure.

Add multiple fines

- On page 1, select “Add another offence”.
- On page 2, select “Add another offence” to go to a new offence tab on page 1.

Edit fines

- On page 1, tap the relevant tab “Offence 1”, “Offence 2”, etc.
- On page 2, tap “Edit” to the right of the relevant offence to return to the offence tab on page 1.




Remove fines or clear the calculator

- To remove a fine, select **X** on the left-hand of the offence row on page 2.
- To clear all fines, select “Start again” on page 1 or page 2.

Victim surcharge

The calculator defaults to surcharges where all offences were committed on or after 8 April 2016. Select the left-hand button for surcharges where any offence was committed before 8 April 2016.

Moving around the app

- Return to your guideline from any page, tap .
- Hide search results and return to guideline, click  then  to close the list.
- To close the fines calculator, pronouncement cards and useful information pages, click **X** in top right-hand corner of the pop-up page.
- In explanatory materials and help pages, use **^** **v** to open and close sections.