# Sentencing

# **Magistrates' Court Sentencing Guidelines for** iPad – quick reference guide

# Left-hand menu



Search

A to Z list of guidelines

**Bookmarks** 

Explanatory materials

Fines calculator

# Find guidelines and offences

# Using the search tool

- To open search, click on  $\mathcal{Q}$  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  $\downarrow_z^A$  then  $\Theta$  to close the list.

# Using A-Z

• Select  $\downarrow_{7}^{A}$  from the side menu. Scroll through the list of offences.

# **Open/close A–Z list of offences**

• Select  $\downarrow_{z}^{A}$  from the side menu, tap  $\bigoplus$  at the top of the screen. Tap  $\bigoplus$  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  $\blacksquare$ :

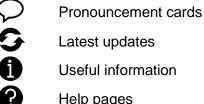
- on the blue heading bar of the guideline page,
- on the guideline title in the A-Z list, and/or
- on the guideline title in the search results.

# Open the list of bookmarked guidelines

- On the side menu, select the bookmark ribbon **R**.
- 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  $\downarrow_z^A$ .

# Remove bookmarks from the bookmark list

- To remove a single bookmark, select the bookmark ribbon  $\blacksquare$  .
- To remove all bookmarks, select X.



Latest updates

Useful information

Help pages

To return to your guideline at any time, tap

#### Use more than one guideline at a time

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

#### **Highlight text**

Turn on the highlighter tool  $\checkmark$  (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  $\downarrow_{Z}^{A}$ .
- Hide search results and return to guideline, click  $\downarrow_z^A$  then  $\Theta$  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.