



**Sentencing Worksheets & Interactive File Transfer**

# Instructions

Version 19.0



Account information

Email:

Password:

Attention

This system is intended solely for the use of authorized attorney and probation personnel to prepare and submit Sentencing Guidelines and Worksheets in accordance with § 17.1-800, et seq., of the Code of Virginia. All other use is expressly prohibited. System access credentials are provided by Virginia Criminal Sentencing Commission personnel only. Requests for user accounts, maintenance of existing accounts and general questions about the system should be directed to the Commission by calling (804) 225-4398.

## ① Contact the Sentencing Commission to obtain a **SWIFT!** account.

### Email and Password:

After you obtain an account, enter your email and password, then click the LOGIN button. If you have an Officer of the Court Remote Access (OCRA) account, your password will be the same as your OCRA account. Otherwise, after you apply for an account, you will receive a temporary password by email. Contact the Commission at 804-225-4398 if you forget your password. Your initial password will be: **new2vacourts!**

**Another Session in Use:** If you forgot to logout of a previous session, SWIFT will allow you to immediately sign in. The system will log you out of your first session and you will need to login again. The login box will appear above the red message box. Enter your email and password and click LOGIN.



## VIRGINIA CRIMINAL SENTENCING COMMISSION

Logged in as: Jody Fridley (3653)

### Terms of Service

I, **Jody Fridley (3653)**, affirm that I am an attorney or employed by an attorney in good standing with the Virginia State Bar, or employed by the Virginia Department of Corrections for the purpose of completing sentencing guidelines/reports, or employed by a **Virginia community-based probation services agency** required by the court to complete guidelines/reports, and authorized by the Virginia Criminal Sentencing Commission to access the system. I acknowledge and agree that any data accessed in this system may not be sold or posted on any other Internet Web Site or in any way redistributed to an unauthorized third party. I have reviewed and acknowledge both disclaimers regarding the circuit court and general district court case data utilized by this system. I further acknowledge and agree that the Virginia Criminal Sentencing Commission reserves the discretion to may deny access to ensure compliance with the Code of Virginia and Information Security Standards of the Office of Executive Secretary of the Supreme Court of Virginia and the Virginia Information Technologies Agency.

I acknowledge and certify the foregoing statement to be true.

Please cancel my request to access this site.

- ② Terms of Service:** After you have logged into *SWIFT!*, the Terms of Service screen will appear. Click on the button indicating that you acknowledge the terms and certify that all the information is true.



Guidelines Search

Record Type:  New  Drafts

Court:  County

Court Type:  Circuit  General District

Guidelines:  Cover Sheet

Defendant:

Date range:  to

### ③ The Guidelines Search

Enter the appropriate identifying information to narrow your search for a specific defendant.

- A. **Record Type:** To create a new set of guidelines click “New” in the Record Type bar.
- B. **Court:** Using the drop-down menu click on the specific court where the conviction(s) occurred. Also, the guidelines will be submitted to the court identified.
- C. **Court Type:** Select either “Circuit” or “General District” for Court Type. General District is only used to develop preliminary guidelines. If a case has been certified to Circuit Court, click “Circuit” to accurately connect court orders, to populate the docket number and other identifying information.
- D. **Guidelines:** Leave “Cover Sheet” as the guidelines offense and the application will select the appropriate worksheet according to the search results. If court data will not be used, select the guidelines worksheet that is needed, leave the defendant field blank and click submit.
- E. **Defendant:** Search for the defendant by entering last name, first name (e.g., Jones, John). You can also search by last name only, or partial last name, but this will increase the search time. Click on “Submit” and the system will display all pending charges for that individual.

**Defendant Not Listed:** If your defendant is not included in the list, you may create guidelines by:

1. Set “Record Type” to New
2. Identify the “Court” (e.g., Richmond City)
3. Set “Guidelines” to the worksheet you want to create (e.g., Assault)
4. Leave the “Defendant” and “Date Range” fields blank.
5. Click Submit and a blank worksheet will be created for you to enter all the required information

*\*See page 27 for additional instructions for printing blank worksheets and using SWIFT in jurisdictions not utilizing court data to populate fields.*

**Guidelines Search**

Record Type:  New  Drafts

Court: County  
 Circuit  General District

Guidelines: Cover Sheet

Defendant: jones, john

Date range:  to

**Submit**

Search results: New-Alleghany County-Circuit

Name	Docket no.	Charge	Offense Date	Hearing Date
JONES, JONES, JONES,	CR1600034201 CR1600034202 CR1700000200	✓ REC/BUY STOLEN GOODS >\$200 ✓ ELUDE/DISREGARD POLICE-FELON... ✓ STRANGLE:WOUND/INJURY RESULT...	2016-09-12 2016-09-12 2016-11-10	2017-06-13 2017-06-13 2017-06-13

↑ Guidelines Offense      ✓ Sentencing Guideline Offense • Probation Violation Offense

**④ Select Defendant and Charge:** The system will return a list of all defendants with the identified name who have pending charges in the selected court. To select a specific defendant, click on any pending charge for that person. The charge you select will populate corresponding fields on the cover sheet of the sentencing guidelines.

Guidelines offenses will have a check mark (✓) next to them, but all pending charges for the defendant selected will be transferred to the cover page for you to select the primary offense in the sentencing event.

*Note: When selecting an offense try to select the primary offense based on sentencing guidelines rules. However, you will be able to identify and change the primary or most serious offense as you complete the sentencing guidelines worksheets.*



## VIRGINIA CRIMINAL SENTENCING COMMISSION

[Search](#) [Worksheet](#) [Logout](#)


Logged in as: Jody Fridley (3653)

[Save](#)

### Sentencing Guidelines • Larceny Cover Sheet

Complete this form ONLY for applicable felonies sentenced on or after July 1, 2015.

Sched. Sentencing: 06 13 17

#### Offender

<b>Name</b> First: JOHN Middle: TODD Last: JONES Suffix:	CCRE: <input type="text" value="9319"/>	CORIS Offender ID: <input type="text"/>	PSI #: <input type="text"/>	SSN and Birthdate are populated, but are not visible for security reasons
				SSN: <input type="text"/> Date of Birth: <input type="text"/> 1981 mm/dd/yyyy

#### Court

Judicial Circuit: <input type="text" value="25"/> FIPS Code: <input type="text" value="005"/> City/County: <input type="text"/> Sentencing Judge's Name: <input type="text"/> Prosecuting Commonwealth's Attorney: <input type="text"/> Defense Attorney: <input type="text"/> Preparer Name: <input type="text" value="Jody Fridley"/> <input type="radio"/> Commonwealth's Attorney <input type="radio"/> Probation Officer	For Office Use only: <input type="text"/>			
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#### Convictions

Offense	Counts	VCC	Offense Date
Month Day Year			
Primary Offense <input type="text" value="REC/BUY STOLEN GOODS &gt;\$200"/>	<input type="text" value="1"/>	LAR - <input type="text" value="2808"/> - <input type="text" value="F9"/>	<input type="text" value="9"/> <input type="text" value="12"/> <input type="text" value="16"/>
Additional Offense <input type="checkbox"/> <input checked="" type="checkbox"/> Manual <input type="checkbox"/> Drop-Down			
<input type="checkbox"/> 1. <input type="text" value="REC/BUY STOLEN GOODS &gt;\$200"/>	<input type="text" value="1"/>	LAR - <input type="text" value="2808"/> - <input type="text" value="F9"/>	<input type="text" value="09"/> <input type="text" value="12"/> <input type="text" value="16"/>
<input type="checkbox"/> 2. <input type="text" value="REC/BUY STOLEN GOODS &gt;\$200"/>	<input type="text" value="1"/>	LAR - <input type="text" value="2808"/> - <input type="text" value="F9"/>	<input type="text" value="09"/> <input type="text" value="12"/> <input type="text" value="16"/>
Primary Offense Code Section §: <input type="text" value="18.2-108"/>		Docket Number: <input type="text" value="CR1600034201"/>	

In the example, Receiving Stolen Goods, \$200 or more was selected and the defendant also had pending charges of Strangulation and Felony Elude Police Officer. In addition to offender and court information, three drop down offense boxes are added to the cover sheet. The number of drop down boxes will be determined by the number of pending charges for the defendant. Initially, all will be labeled as Receiving Stolen Goods, \$200 or more, since that was the charge selected in the previous step.

<a href="#">Search</a> <a href="#">Worksheet</a> <a href="#">Logout</a>		Logged in as: Jody Fridley (3653)
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### Sentencing Guidelines • Larceny Cover Sheet

Complete this form ONLY for applicable felonies sentenced on or after July 1, 2015.

Sched. Sentencing: 06 13 17

A Sentencing Date Must Be Entered ↑

**SAVE:** Click "Save" and the "Draft" option will appear. This draft option allows you to generate and save as many versions as needed until all parties agree on the charges. It is also a quick way to include charges that are added at the last minute to the sentencing event.

[Draft: 1 ▾](#) [Update](#) [Clone](#) [Delete](#) [Final](#) [PDF](#)
[Select draft Worksheet](#) [Update Existing Worksheet](#) [Create New Copy](#) [Delete /Draft](#) [Finalize for Court](#) [Create PDF to Print](#)

## Convictions

Offense	Counts	VCC	Offense Date
Primary Offense REC/BUY STOLEN GOODS >\$200	1	LAR - 2808 - F9	Month Day Year 9 12 16
Additional Offense <input type="checkbox"/> <input checked="" type="radio"/> Manual <input type="radio"/> Drop-Down			
1. STRANGLE:WOUND/INJURY RESULTS	1	ASL - 1347 - F6	11 10 16
2. ELUDE/DISREGARD POLICE-FELONY	1	REC - 6624 - F6	09 12 16
Primary Offense Code Section §: 18.2-108		Docket Number: CR1600034201	

Use the drop-down menu for each individual offense to select a different charge than the one that is populated. In this example, the primary offense is Receiving Stolen Goods and the additional offenses are Strangulation and Felony Elude. (Note: The VCC and offense dates are populated based on the information entered in the Court Automated Information System. **Correct any VCC or date that is not correct.** VCCs have no standing in law (§ 19.2-390.01) and must be corrected to reflect sentencing guidelines rules for selecting the primary offense and VCCs.

Manipulate the charges identified in this application to reflect the actual convictions in the sentencing event – add offenses that will be sentenced in the same event, remove offenses that will be nol prossed, etc. There is no continuation sheet, enter all the convictions on this screen.

### ⑤ Offense Not in the Drop-Down List?

There are several options:

1. If the charge is not listed in the information populated with court data, manually change the VCC code. Add the correct counts, VCC and offense date and the system will automatically populate the offense description.
2. To **Delete** charges, check the box  next to the charge you would like to delete, and then click on the minus symbol above the offense description.
3. **Add** additional charges by clicking the plus symbol next to the Additional Offenses field. You can also manually change the number of counts for each offense listed.

Note: The primary offense(s) must be in the first box and the order of additional offenses may be changed by using a series of drop-down boxes and adding new additional offense boxes. The number of counts for each offense listed may be manually changed.



## VIRGINIA CRIMINAL SENTENCING COMMISSION

Search [Worksheet](#) Logout



Logged in as: Jody Fridley (3653)

[Save](#)

### Final Disposition • Fill In After Sentence Has Been Pronounced

#### SENTENCE

Total Time <u>Imposed</u> Before Suspension.....	<input type="checkbox"/> Rectangular	<input type="checkbox"/> Life Sentence + <input type="text"/> Years <input type="text"/> Mos. <input type="text"/> Days	yyy/mm/ddd
Total Effective <u>Time To Serve</u> .....	<input type="checkbox"/>	<input type="checkbox"/> Life Sentence + <input type="text"/> Years <input type="text"/> Mos. <input type="text"/> Days	<input type="checkbox"/> Sentenced to Time Served
Post Release		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Post Release Term § 18.2-10		<input type="text"/> <input type="text"/> <input type="text"/>	
Post Release Supervision Period § 19.2-295.2(A)		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Probation Period (Supervised) § 19.2 - 303		<input type="checkbox"/> Indefinite <input type="text"/> <input type="text"/>	

*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))  
 Restitution \$   
 Oral Sentence Recommendation Accepted

**Other Sentencing Programs** (*Check all that apply*)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Day Reporting                        | <input type="checkbox"/> Community-Based Program .....  | <input type="text"/>   |
| <input type="checkbox"/> Diversion Center Incarceration       | <input type="checkbox"/> Detention Center Incarceration |  |
| <input type="checkbox"/> Electronic Monitoring                | <input type="checkbox"/> Drug Court                     |  |
| <input type="checkbox"/> Unsupervised Probation/Good Behavior | <input type="checkbox"/> Intensive Probation .....      | Office Use Only: Other <input type="checkbox"/> CBP <input type="checkbox"/> |
| <input type="checkbox"/> § 18.2-251/§ 18.2-258.1              | <input type="checkbox"/> Youthful Offender              |  |
| <input type="checkbox"/> Substance Abuse Treatment            | <input type="checkbox"/> Other .....                    | <input type="text"/>   |

Reason For Departure • Must be completed pursuant to § 19.2-298.01(B)

Office Use Only:

**⑥ Click “Next” to go to Final Disposition:** This form will be completed by the court. Jurisdictions that have embraced a paperless system will complete the final disposition on-line and the sentencing guidelines will be electronically transferred by the Circuit Court Clerk. The sentencing judge will fill in the actual sentencing date.

Sentencing Date	
<input type="text"/> <input type="text"/> <input type="text"/> mm/dd/yy	<input type="text"/>
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	Office Use Only: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

[Prev](#) [Next](#)

**⑦ Click “Next” to go to Worksheet A:** There are two ways to navigate this system. Clicking “Next” will advance to the next page (e.g., final disposition, worksheet A, etc.). Click the boxes at the top to go to a specific page. Users may skip the Final Disposition by clicking on the third box.

Cover, Final, WS A, WS B, WS C, WS D



## VIRGINIA CRIMINAL SENTENCING COMMISSION

Search Worksheet Logout



Logged in as: Jody Fridley (3653)

### Larceny • Section A

Offender Name: JONES

Primary Offense (counts for attempted/conspired offenses are in parenthesis)

Counts		
A.	Attempted or conspired larceny (1) .....	1
B.	Statutory maximum penalty equals 5 years 1 ..... 2 ..... 3 .....	1 4 6
C.	Statutory maximum penalty equals 10 years 1 .....	3
D.	Grand larceny auto 1 ..... 2 ..... 3 .....	5 7 10
E.	Grand larceny from person 1 ..... 2 .....	4 11
F.	Grand larceny of a firearm 1 .....	1
G.	Failure of bailee to return animal, aircraft, vehicle or boat 1 .....	4
H.	Larceny of bank notes, checks or any book of accounts; Any other larceny offense with maximum penalty of 20 years 1 ..... 2-3 ..... 4 .....	2 4 6
		<b>Score</b> <input type="text" value="0"/>

Primary Offense Remaining Counts - Total the maximum penalties for counts of the primary not scored above

Years		
5 - 11 .....	1	
12 - 22 .....	2	
23 - 33 .....	3	
34 - 44 .....	4	
45 or more .....	5	<input type="text" value="0"/>

Additional Offenses - Total the maximum penalties for additional offenses, including counts

Years		
Less than 1 .....	0	
1 - 11 .....	1	
12 - 22 .....	2	
23 - 33 .....	3	
34 - 44 .....	4	
45 or more .....	5	<input type="text" value="0"/>

**⑧ Scoring Worksheet A:** Manually enter scores by using the tab button to move down the worksheet score boxes, or click on the number of points you want to assign and the system will populate the box for that factor. You can also click on and highlight the zero with your mouse to manually enter a score. The score will automatically total at the bottom. When you click the "Next" button on the bottom of the page, the application will advance to the next appropriate worksheet, either Worksheet B or C, based on the total score on worksheet A.



## Larceny • Section A

Offender Name: JONES

Primary Offense (counts for attempted/conspired offenses are in parenthesis)

Counts	A. Attempted or conspired larceny (1) .....	1
	B. Statutory maximum penalty equals 5 years 1 .....	1
	2 .....	4
	3 .....	6
	C. Statutory maximum penalty equals 10 years 1 .....	3
	D. Grand larceny auto 1 .....	5
	2 .....	7
	3 .....	10
	E. Grand larceny from person 1 .....	4
	2 .....	11
	F. Grand larceny of a firearm 1 .....	1
	G. Failure of bailee to return animal, aircraft, vehicle or boat 1 .....	4
	H. Larceny of bank notes, checks or any book of accounts; Any other larceny offense with maximum penalty of 20 years 1 .....	2
	2-3 .....	4
	4 .....	6

Score

Primary Offense Remaining Counts • Total the maximum penalties for counts of the primary not scored above

Years	5 - 11 .....	1
	12 - 22 .....	2
	23 - 33 .....	3
	34 - 44 .....	4
	45 or more .....	5

0

Additional Offenses • Total the maximum penalties for additional offenses, including counts

Years	Less than 1 .....	0
	1 - 11 .....	1
	12 - 22 .....	2
	23 - 33 .....	3
	34 - 44 .....	4
	45 or more .....	5

1

Prior Convictions/Adjudications • Total the maximum penalties for the 5 most recent and serious prior record events

Years	Less than 2 .....	0
	2 - 11 .....	1
	12 - 20 .....	2
	21 - 36 .....	3
	37 or more .....	4

4

Prior Felony Larceny Convictions/Adjudications

Counts	1 .....	2
	2 - 3 .....	3
	4 or more .....	4

3

Other Prior Felony Property Convictions/Adjudications

Counts	1 - 4 .....	1
	5 or more .....	0

0

Prior Felony Convictions/Adjudications Against Person

Counts	1 .....	1
	2 or more .....	0

0

Prior Misdemeanor Convictions/Adjudications(Excludes Traffic)

Counts	1 - 4 .....	1
	5 - 8 .....	2
	9 or more .....	3

1

Prior Incarcerations/Commitments • If YES, add 5

5

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 .....	1
Parole/post-release, supervised probation or CCCA .....	2

1

SCORE THE FOLLOWING FACTOR ONLY IF PRIMARY OFFENSE IS H:EMBEZZLEMENT (\$ 18.2-111)

Amount of Embezzlement	Less than \$10,000 .....	0
	\$10,000 - \$19,999 .....	3
	\$20,000 - \$74,999 .....	6
	\$75,000 - \$119,999 .....	9
	\$120,000 or more .....	14

0

Total Score • If total is 15 or less, go to Section B. If total is 16 or more, go to Section C.

17

Prev Next

**⑧ Scoring Worksheet A continued:** The application will sum the points assigned and based on the total points will automatically advance to the appropriate worksheet (i.e., B, C or Cover Sheet). **Worksheet B functions the same as Worksheet A.** As described in the next section, there is a different way to score three factors on Worksheet C.

*Note: There are edits on each worksheet to prevent errors. In the future, there will be more complex edit checks added.*



Search Worksheet Logout

Logged in as: Jody Fridley (3653)

Draft: 1 ▾ Update New Final PDF

## Larceny • Section C

Offender Name: JONES

Primary Offense (counts for attempted/conspired offenses are in parenthesis)

	Prior Record Classification		
	Category I	Category II	Other
A. Attempted or conspired larceny (1 count) .....	8	4	2
B. Statutory maximum penalty equals 5 or 10 years			
1 count .....	20	10	5
2 counts .....	28	14	7
3 counts .....	40	20	10
C. Grand larceny auto			
1 count .....	32	16	8
2 - 3 counts .....	56	28	14
4 counts .....	72	36	18
D. Grand larceny from person			
1 count .....	40	20	10
2 counts .....	56	28	14
3 counts .....	68	34	17
E. Grand larceny of a firearm			
1 count .....	68	34	17
F. Failure of bailee to return animal, aircraft, vehicle or boat			
1 count .....	28	14	7
G. Larceny of bank notes, checks, etc. or any book of accounts			
1 - 2 counts .....	32	16	8
3 counts .....	96	48	24
H. Any other larceny offense with a maximum penalty of 20 years			
1 count .....	28	14	7
2 counts .....	44	22	11
3 counts .....	56	28	14

Score

7

Primary Offense Remaining Counts - Assign points to each count of the primary not scored above and total the points.

Years	Maximum Penalty		
5, 10 .....	1		
20 or more .....	2		0

Additional Offenses - Assign points to each additional offense (including counts) and total the points.

Years	Less than 5 .....	0	
5, 10 .....	1		
20 .....	2		
30 .....	3		
40 or more .....	5		2

Prior Convictions/Adjudications - Assign points to the 5 most recent and serious prior record events and total the points.

Years	Maximum Penalty		
Less than 10 .....	0		
10, 20 .....	1		
30 .....	2		
40 or more .....	3		2

Prior Felony Larceny Convictions/Adjudications

Counts	1 .....	1	
2 .....	2		
3 .....	3		
4 or more .....	4		2

Other Prior Felony Property Convictions/Adjudications

Counts	1 .....	0	
2 - 3 .....	1		
4 or more .....	2		0

Prior Felony Convictions/Adjudications Against Person

Counts	1 .....	2	
2 .....	4		
3 or more .....	6		0

Prior Felony Drug Convictions/Adjudications

Counts	1 - 2 .....	1	
3 .....	2		
4 or more .....	3		0

Prior Juvenile Record - If YES, add 3

0

Legally Restrained at Time of Offense

Counts	None .....	0	
Other than parole/post-release, supervised probation or CCCA .....	3		
Parole/post-release, supervised probation or CCCA .....	4		3

SCORE THE FOLLOWING FACTOR ONLY IF PRIMARY OFFENSE IS H:EMBEZZLEMENT (§ 18.2-111)

Amount of Embezzlement			
Less than \$28,000 .....	0		
\$28,000 - \$89,999 .....	24		
\$90,000 or more .....	30		0

Total Score - See Larceny Section C Recommendation Table for guidelines sentence range.

Then go to Section D Nonviolent Risk Assessment and follow the instructions.

16

**⑨ Scoring Worksheet C:** Worksheet C is scored the same as worksheet A and B, except for Primary Offense Remaining Counts, Additional Offenses, and Prior Convictions. For these factors you must manually enter the total points, because preparers must assign points for each count and total the points.

**Fraud, Larceny and Drugs** click "Next" to go to Worksheet D, the Nonviolent Risk Assessment. **For all other offenses** click on the first gray box at the top to return to the cover sheet and to populate the guidelines recommendation.

*Note: Scoring Sex Offender Risk Assessment functions the same as a Worksheet A.*



## Nonviolent Risk Assessment • Section D

Offender Name: JONES

## Ineligibility Conditions

- A. Was the offender recommended for **Probation/No Incarceration** on Section B? .....  Y  N  
B. Are any prior record offenses violent (Category I/II listed in Appendix A of the Guidelines Manual)? .....  Y  N  
C. Are any of the offenses at sentencing violent (Category I/II listed in Appendix A of the Guidelines Manual)? .....  Y  N  
D. Do any of the offenses at sentencing require a mandatory term of incarceration? .....  Y  N

- If answered YES to ANY, "Not Applicable" will be checked under "Nonviolent Risk Assessment Recommendations" on the cover sheet.
- If answered NO to ALL, complete remainder of Section D worksheet.

[Prev](#) [Next](#)

**⑩ Nonviolent Risk Assessment:** All the “Ineligibility Conditions” must be answered. If the answer to any question is “YES” – the Nonviolent Risk Assessment does not apply. If the answer to all the questions are “NO” – the Nonviolent Risk Assessment will become active and must be completed. Once all the questions are answered, click on the first gray box at the top to return to the cover sheet and to populate the guidelines recommendation.

## Offender Age at Time of Offense

		Score
	Younger than 21 years .....	22
	21 to 29 years .....	16
	30 to 43 years .....	7
	Older than 43 years .....	1

## Gender

	Score
Offender is Female .....	13
Offender is Male .....	9

## Prior Adult Felony Convictions

Counts	Score
0 .....	0
1 - 2 .....	5
3 or more .....	15

## Prior Adult Incarcerations

Number	Score
0 .....	0
1 - 9 .....	4
10 or more .....	32

## Legally Restrained at Time of Offense - If YES, add 6

0

**Total Score** • If 31 or less, the offender will be recommended for alternative punishment.  
If 32 or more, the offender will NOT be recommended for alternative punishment.

50

[Prev](#) [Next](#)

**!** Note that when you return to the Cover Sheet, the Guidelines Recommendation is populated – Section B or Section C, and the Nonviolent Risk Assessment or the Sex Offender Risk Assessment when required.

#### SENTENCING GUIDELINES RECOMMENDATION

<b>Section B</b> <input type="radio"/> Probation/No Incarceration <input type="radio"/> Incarceration 1 Day to 3 Months <input type="radio"/> Incarceration 1 Day to 6 Months <input type="radio"/> Incarceration 3 to 6 Months <input type="radio"/> Probation/No Incarceration or Incarceration to 6 Months	<b>Section C</b> <input type="radio"/> Life Sentence <input checked="" type="radio"/> Incarceration (Enter Midpoint and Range Below) Range Midpoint: <table border="1" style="display: inline-table;"><tr><td>1</td><td>4</td><td>0</td></tr></table> yyy/mm/ddd Sentence Range: <table border="1" style="display: inline-table;"><tr><td>0</td><td>9</td><td>0</td></tr><tr><td>to</td><td>2</td><td>0</td></tr><tr><td></td><td>0</td><td>0</td></tr></table>	1	4	0	0	9	0	to	2	0		0	0
1	4	0											
0	9	0											
to	2	0											
	0	0											
Mandatory Minimum: <table border="1" style="display: inline-table;"><tr><td></td><td></td><td></td></tr></table> yyy/mm/ddd				<input type="checkbox"/> Recommendation Adjusted for Mandatory Minimum									

#### NONVIOLENT RISK ASSESSMENT

<input type="radio"/> Recommended for Alternative Punishment <input checked="" type="radio"/> NOT Recommended for Alternative Punishment	<input type="radio"/> Not Applicable (INELIGIBILITY CONDITIONS marked on Section D) <input type="radio"/> Not a DRUG, FRAUD or LARCENY Offense
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[Prev](#) [Next](#)

**!** Remember to save the worksheet, finalize it for the court and/or print a copy.

Search Admin Worksheet Help Logout Logged in as: Kimberly Thomas (9023)

Sched. Sentencing: 03/29/19

**Sentencing Guidelines • Larceny Cover Sheet**  
Complete this form ONLY for applicable felonies sentenced on or after July 1, 2018.

Offender	
Name	CCRE:

**Update:** This function works the same as save. Click to update any work you want to save under the current draft.

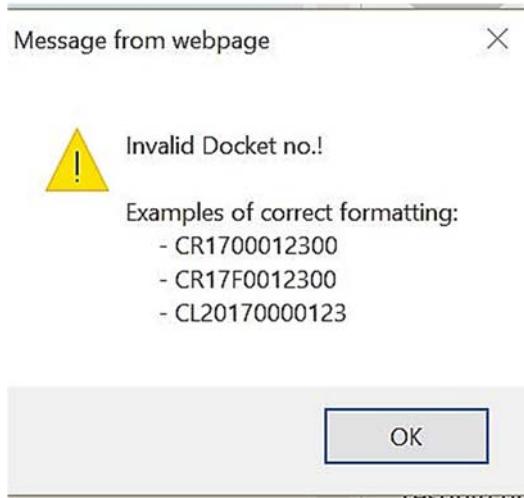
**Clone:** This function will make an exact copy of a draft. You will then be able to make any changes to the worksheets and save your changes. After cloning a draft, the new numeric draft value will appear in the draft menu.

**Final:** Currently this function removes the DRAFT watermark. A valid docket number must be entered on the cover sheet before you can finalize a draft. **NOTE: In future versions, this function will be used to submit the case directly to the court, attorneys, judges and probation officers connected to the case. Continue to use the paper-based distribution process until instructed otherwise.**

If you are in a court that populates SWIFT! with court data, the docket number should populate for you. If you are not using court data, you will have to enter a correctly formatted docket number for the primary offense. If no docket number is entered when you click on the Final button, you will receive a message indicating that you must enter a valid docket number. NOTE: In future editions of SWIFT you will be able to populate the guidelines with all the associated docket numbers. **For now, enter only the docket number for the primary offense (most serious offense).**



If you enter an incorrectly formatted docket number, you will receive a message indicating that the docket number is invalid with examples of correct docket number formats.

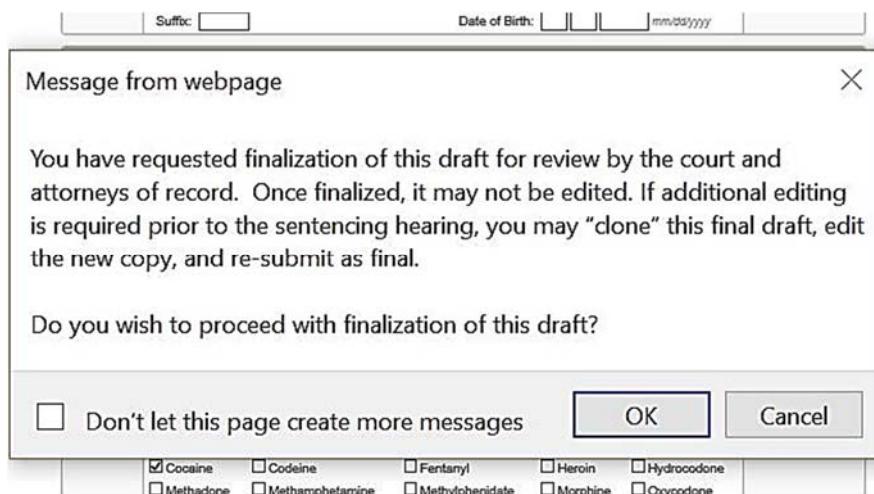


**LOWER COURT:** If completing guidelines at the general district court or juvenile court level, use a placeholder circuit court docket number such as CR1900000001. If the case is transferred to circuit court, then the correct docket number would need to be entered to submit the guidelines to the correct judge.

Once you click FINAL, a message will appear asking that you confirm you want to proceed with finalizing the draft (This is the same function as handing or mailing a paper copy to the court).

To edit the finalized guidelines worksheet the user must CLONE the finalized version to make any changes to the worksheet. (This is the same function as editing a guideline and handing or mailing a corrected copy or an alternative guideline to the court.)

Currently the FINAL button removes the DRAFT watermark from the worksheet. In future versions, this function will be used to electronically submit guidelines to the court, attorneys, judges and probation officers connected to the case. When your court has fully adopted SWIFT, officers of the court will be able to see the final version(s) of the guidelines – as they do today when you provide each with a paper copy. Please continue to provide paper copies until your court advises otherwise.



After you finalize a draft, a checkmark will be displayed next to the Final button.

## Sentencing Guidelines • Drug/Schedule I/II Cover Sheet

Complete this form ONLY for applicable felonies sentenced on or after July 1, 2018.

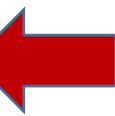
### Offender

Name First:	CCRE:
Last:	CORIS Offender ID:

You are able to CLONE, edit, then click FINAL to print multiple finalized versions of the guidelines for the court to review. In future editions, the FINAL button will be the same as mailing or handing the guidelines to the court. All finalized guidelines will be available to officers of the court for review, however, for the judge, SWIFT will default to the most recently submitted finalized draft first. Attorneys may advise the judge to review other versions of the guidelines. In the next July 2019 release, a remarks section will be added so the preparer will have the ability to name and identify each individual draft (e.g., Alternative Guidelines #2: Reason - victim is scored as under age 13).

**PDF:** Use this button to create a draft PDF, with the draft watermark, or a copy of the final guidelines without a draft watermark. Print and deliver or mail hard copies of the PDF to attorneys and the court. If acceptable in your jurisdiction, you may email PDFs. Continue to follow local procedures until advised otherwise by your court.

**Sched. Sentencing:** Keep this current to allow the courts to better manage documents needed during the sentencing phase. This initial date is populated by court records but is not updated after the initial transfer of data to the sentencing guidelines. **(A sentencing date must be entered, or the worksheet will not save.)**



## **! Finding, Reviewing and Finalizing Drafts.**

The screenshot shows the Virginia Criminal Sentencing Commission website. At the top, there is a logo and the text "VIRGINIA CRIMINAL SENTENCING COMMISSION". Below the logo, there is a "Search Worksheet Logout" link and a "Logged in as: Jody Fridley (3653)" message. A "Guidelines Search" window is open, showing search criteria: Record Type (Drafts selected), Court (County), Court Type (Circuit selected), Guidelines (Cover Sheet), Defendant (Jones), and Date range fields. A "Submit" button is at the bottom. Below the search window, the results for "Drafts-Alleghany County" are displayed in a table. The first row shows a single draft for defendant JONES, case number 0034201, with details: Primary Offense (REC/BUY STOLEN GO...), VCC (LAR-2808-F9), Date (09/12/16), Range Midpt. (001-04-00), Sentencing (06/13/17), and Drafts (2). The second part of the screenshot shows the same results table, but the entire row for defendant JONES is highlighted in green, indicating it is a draft.

Name	Docket no.	Primary Offense	VCC	Date	Range Midpt.	Sentencing	Drafts
JONES,	0034201	REC/BUY STOLEN GO...	LAR-2808-F9	09/12/16	001-04-00	06/13/17	2

Name	Docket no.	Primary Offense	VCC	Date	Range Midpt.	Sentencing	Drafts
JONES,	600034201	REC/BUY STOLEN GO...	LAR-2808-F9	09/12/16	001-04-00	06/13/17	2
JONES,	600034201	REC/BUY STOLEN GO...	LAR-2808-F9	09/12/16	001-04-00	06/13/17	1

1. To locate a draft, click on “Search” which will activate Guidelines Search window. Click “Drafts” and select the court name from the drop-down list. Enter the defendant’s name or partial name. You can further narrow your search by entering a Date Range (based on scheduled sentencing dates). If unable to locate a draft, clear the defendant and date range fields to view all drafts and finalized guidelines pending sentencing. **Guidelines that are past the scheduled sentencing date may not be available for viewing.**
2. Search Results for your county will return the number of drafts created for the defendant. To expand the list for details, click on the case highlighted in blue. A list of all drafts will be highlighted in green.
3. Once you have modified a draft, you can save the changes or create a new draft. When you are ready, you can print a PDF copy with a draft watermark or finalize it as the official guidelines and print without the draft watermark.

*Note: You can identify different drafts by the primary offense, midpoint or sentencing date. For example, if the receiving stolen property was reduced to petit larceny third, the primary and guidelines recommendation will be different.*

## Printing out a Copy of Guidelines

To print a copy of the Guidelines worksheets, you must first save and select the draft you want to print.

**SAVE:** Click SAVE and the CLONE option will appear. This CLONE option allows you to generate and save as many versions as needed. Each time you select CLONE, a new draft will be added. UPDATE will overwrite the existing version of the draft. The PDF option also appears at this time, which will allow you to create a PDF (DRAFT or FINAL) that can be printed or emailed.



**PRINTING DRAFTS:** When you save a guidelines draft and print a PDF copy, the word “DRAFT” will appear on each page.

The word draft appears as a watermark across each worksheet.

To print a PDF copy of your saved draft without the word “DRAFT” on each page, you will need to click the “FINAL” button after you have saved the draft you would like to print. After you have clicked on the “FINAL” button, click on the PDF button. The function of the “FINAL” button is to indicate that the draft is ready for court review and removes the draft watermark. When advised by the VCSC or your court, FINAL will allow you to electronically transfer sentencing guidelines to the court.

Finalized drafts cannot be edited directly. To edit finalized guidelines, clone (i.e., Click on CLONE) and make your changes to the guidelines. You can then click FINAL to remove the draft watermark from the cloned draft. In future versions, the FINAL button will submit the clone to the court for review. For now, continue to print and distribute paper copies.

Search Admin Worksheet Help Logout

Logged in as: Kimberly Thomas (9023)

Draft: 1 ▾ Update Clone Delete Final PDF

Sentencing Guidelines - Larceny Cover Sheet  
Complete this form ONLY for applicable felonies sentenced on or after July 1, 2018.

Offender Name CCRE: Sched. Sentencing: 03/29/19

## Printing worksheets without the word “DRAFT”, continued.

When you click on the PDF button after clicking on the “FINAL” button the worksheets will create a PDF without the word “draft.”

The screenshot shows a software application window titled "Logged in as: Kimberly Thomas (9023)". At the top, there is a toolbar with icons and a menu. Below the toolbar, a status bar displays "Sched. Sentencing: 03/29/19". The main area contains a form titled "Larceny Cover Sheet" with various fields. In the top right corner of the form area, there is a set of buttons: "Draft", "1", "Update", "Clone", "Delete", "Final", and "PDF". A large red arrow points from the "PDF" button towards the generated PDF document below. The generated PDF document is titled "Sentencing Guidelines Cover Sheet" and contains several sections: "DEFENDER", "COURT", "CONVICTIONS", "METHOD OF ADJUDICATION", and "SENTENCING GUIDELINES RECOMMENDATION". A red arrow points to the word "draft" in the PDF, which is crossed out with a red line. The PDF also includes a "CCRE:" field with a dropdown menu.

The word “draft” will no longer appear



◎ Sentencing Revocation Report & Probation Violation Guidelines

◎ Probation Violation Guidelines should be submitted to the court through locally established procedures, no more than thirty (30) days prior to the violation hearing. The Sentencing Revocation Report (SRR) and probation violation guidelines cannot be prepared outside the 30 days. Any forms prepared in advance are invalid and must be updated and completed within the established time frames before being submitted to the court. In addition, forms being prepared for a case without an established hearing date will not have available court data for use in the *SWIFT!* application.





## VIRGINIA CRIMINAL SENTENCING COMMISSION

[Search](#) [Worksheet](#) [Logout](#)

Logged in as: Kimberly Storni (3967)

Guidelines Search

Record Type:  New  Drafts

Court:  City

Court Type:  Circuit  General District

Guidelines:  Cover Sheet

Defendant:  JOHNSON

Date range:  to

Search results: New-Norfolk City-Circuit

Name	Docket no.	Charge	Offense Date	Hearing Date
JOHNSON, I	CR1100236003	• VIOL PROBATION ON FEL OFF	2011-06-01	2017-04-19
JOHNSON, I	CR1100236004	• VIOL PROBATION ON FEL OFF	2011-06-01	2017-04-19

✓ Sentencing Guideline Offense • Probation Violation Offense

### ① The Guidelines Search

Enter the appropriate identifying information to narrow your search for a specific defendant with a scheduled court date.

A. **Record Type:** To create a new set of guidelines click “New” in the Record Type bar.

B. **Court:** Using the drop-down menu click on the specific court where the conviction(s) occurred. Also, the guidelines will be submitted to the court identified.

C. **Court Type:** Select either “Circuit” or “General District” for Court Type. General District is only used to develop preliminary guidelines. If a case has been certified to Circuit Court, click “Circuit” to accurately connect court orders, to populate the docket number and other identifying information.

D. **Guidelines:** Leave “Cover Sheet” as the guidelines offense and the application will select the appropriate worksheet. You may also select “Probation Violation” as the Guidelines. If court data will not be used, select “Probation Violation.”

E. **Defendant:** Search for the defendant by entering last name, first name (e.g., Jones, John). You can also search by last name only, or partial last name, but this will increase the search time. Click on “Submit” and the system will display all pending charges for that individual.

Note: The system will identify all pending charges. ✓ indicates a new pending guidelines offense and • indicates a probation violation. If you select a record that has neither a ✓ or a • the results will only include the cover sheet and final disposition page. Probation violations are identified if your court follows established docket numbering protocols.



VIRGINIA  
CRIMINAL SENTENCING COMMISSION

Search Worksheet Logout



Logged in as: Kimberly Storni (3967)

Save

Sentencing Revocation Report • Probation Violation Cover Sheet

IMSP Case  Sched. Sentencing: 04 19 17

Offender

Name	First: <input type="text"/> Middle: <input type="text"/> Last: <input type="text"/> Suffix: <input type="text"/>	SID/CCRE: <input type="text"/> CORIS Offender ID: <input type="text"/> SSN: <input type="text"/> Date of Birth: <input type="text"/> mm/dd/yyyy
------	--	--

Court

Judicial Circuit: <input type="text"/> 4 FIPS Code: <input type="text"/> 710 City/County: <input type="text"/> Sentencing Judge's Name: <input type="text"/> For Office Use only: <input type="text"/>
--

Most Serious Original Felony Offense Information

Primary Offense <input type="text"/> GRAND LARCENY	<input checked="" type="radio"/> Drop-Down <input type="radio"/> Manual	VCC LAR - <input type="text"/> 2359 - <input type="text"/> F9 <input type="text"/> 8 <input type="text"/> 24 <input type="text"/> 11 mm/dd/yy	Original Sentencing Date
PSI Number: <input type="text"/>			

Original Disposition Information

<input type="checkbox"/> No Incarceration <input type="checkbox"/> Detention or Diversion Center Incarceration (no active incarceration)	<input type="checkbox"/> Jail or Prison
---	---

Type Of Revocation • Check All That Apply

<input type="checkbox"/> Probation <input type="checkbox"/> Post-Release <input type="checkbox"/> Good Behavior	<input type="checkbox"/> Suspended Sentence <input type="checkbox"/> Community-Based Program
---	---

Conditions Cited In Violation • Check All That Apply

<input type="checkbox"/> 1. Fail to obey all Federal, State, and local laws and ordinances <input type="checkbox"/> 2. Fail to report any arrests within 3 days to probation officer	→ Complete if there are any new law or ordinance violations
---	--

## ② Selecting the Most Serious Offense

If your court follows established docket numbering protocols, the system will identify all the original offenses related to the probation violation docket numbers. Select the most serious offense from the drop-down list.

Most Serious Original Felony Offense Information

Primary Offense <input type="text"/> GRAND LARCENY <input type="text"/> PETIT LARCENY-3RD OFF <input type="text"/> POSS BURGLARIOUS TOOLS <input type="text"/> VIOL PROBATION ON FEL OFF	<input checked="" type="radio"/> Drop-Down <input type="radio"/> Manual	VCC LAR - <input type="text"/> 2359 - <input type="text"/> F9 <input type="text"/> 8 <input type="text"/> 24 <input type="text"/> 11 mm/dd/yy	Original Sentencing Date
--	---	--	--------------------------

<b>Court</b>	
Judicial Circuit: <input type="text" value="4"/>	FIPS Code: <input type="text" value="710"/>
City/County: <input type="text"/>	
Sentencing Judge's Name: <input type="text"/> For Office Use only: <input type="text"/>	
<b>Most Serious Original Felony Offense Information</b>	
Primary Offense <input type="text" value="GRAND LARCENY"/>	<input checked="" type="radio"/> Drop-Down <input type="radio"/> Manual VCC LAR - <input type="text" value="2359"/> - <input type="text" value="F9"/> <input type="text" value="8"/> <input type="text" value="24"/> <input type="text" value="11"/> mm/dd/yy
PSI Number: <input type="text"/>	
<b>Original Disposition Information</b>	
<input type="checkbox"/> No Incarceration <input type="checkbox"/> Jail or Prison <input type="checkbox"/> Detention or Diversion Center Incarceration (no active incarceration)	
<b>Type Of Revocation • Check All That Apply</b>	
<input type="checkbox"/> Probation <input type="checkbox"/> Suspended Sentence <input type="checkbox"/> Post-Release <input type="checkbox"/> Community-Based Program <input type="checkbox"/> Good Behavior	
<b>Conditions Cited In Violation • Check All That Apply</b>	
<input type="checkbox"/> 1. Fail to obey all Federal, State, and local laws and ordinances → <input type="checkbox"/> 2. Fail to report any arrests within 3 days to probation officer <input type="checkbox"/> 3. Fail to maintain employment or to report changes in employment <input type="checkbox"/> 4. Fail to report as instructed <input type="checkbox"/> 5. Fail to allow probation officer to visit home or place of employment <input type="checkbox"/> 6. Fail to follow instructions and be truthful and cooperative <input checked="" type="checkbox"/> 7. Use alcoholic beverages <input type="checkbox"/> 8. Use, possess, distribute controlled substances or paraphernalia <input type="checkbox"/> 9. Use, own, possess, transport or carry firearm <input type="checkbox"/> 10. Change residence or leave State of Virginia without permission <input type="checkbox"/> 11. Abscond from supervision <input type="checkbox"/> 12. Fail to follow special conditions (specify below) <div style="border: 1px solid black; height: 40px; margin-top: 10px;"></div>	
Complete if there are any new law or ordinance violations <b>VCCs For Most Serious Convictions</b> <input type="text"/> - <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> - <input type="text"/>	
<b>Location Of Arrest</b> <input type="radio"/> Virginia <input type="radio"/> Out Of State or Federal	
<b>Violation Guidelines Recommendation</b>	

### ③ Complete the Front of the Sentencing Revocation Report

Identify the original disposition, type of revocation, conditions cited, including the appropriate VCCs for any Condition 1 violation.

<b>Original Disposition Information</b>	
<input checked="" type="checkbox"/> No Incarceration <input type="checkbox"/> Jail or Prison <input type="checkbox"/> Detention or Diversion Center Incarceration (no active incarceration)	
<b>Type Of Revocation • Check All That Apply</b>	
<input checked="" type="checkbox"/> Probation <input type="checkbox"/> Suspended Sentence <input type="checkbox"/> Post-Release <input type="checkbox"/> Community-Based Program <input type="checkbox"/> Good Behavior	
<b>Conditions Cited In Violation • Check All That Apply</b>	
<input type="checkbox"/> 1. Fail to obey all Federal, State, and local laws and ordinances → <input type="checkbox"/> 2. Fail to report any arrests within 3 days to probation officer <input type="checkbox"/> 3. Fail to maintain employment or to report changes in employment <input type="checkbox"/> 4. Fail to report as instructed <input type="checkbox"/> 5. Fail to allow probation officer to visit home or place of employment <input type="checkbox"/> 6. Fail to follow instructions and be truthful and cooperative <input checked="" type="checkbox"/> 7. Use alcoholic beverages <input type="checkbox"/> 8. Use, possess, distribute controlled substances or paraphernalia <input type="checkbox"/> 9. Use, own, possess, transport or carry firearm <input type="checkbox"/> 10. Change residence or leave State of Virginia without permission <input type="checkbox"/> 11. Abscond from supervision <input type="checkbox"/> 12. Fail to follow special conditions (specify below) <div style="border: 1px solid black; height: 40px; margin-top: 10px;"></div>	
Complete if there are any new law or ordinance violations <b>VCCs For Most Serious Convictions</b> <input type="text"/> - <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> - <input type="text"/>	
<b>Location Of Arrest</b> <input type="radio"/> Virginia <input type="radio"/> Out Of State or Federal	

## ④ If not a Condition 1 Violation, Complete the Probation Violation Guidelines Worksheets

After completing Worksheet A, the system will take you to Worksheet C, if appropriate, and generate the guidelines recommendation.

Probation Violation • Section A		Offender Name: _____
Original Disposition was Incarceration • If YES, add 1 <input type="text" value="0"/>		
Original Felony Offense Type • Select the type of most serious original felony offense		
	A. Person .....	15
	B. Property .....	3
	C. Traffic/Weapon .....	24
	D. Other .....	1
	E. Drug .....	13
	Score	<input type="text" value="3"/>
Previous Adult Probation Revocation Events		
Counts	1 - 2 .....	7
	3 or more .....	10
	<input type="text" value="0"/>	
New Felony Arrests		
Counts	1 - 3 .....	4
	4 or more .....	18
	<input type="text" value="0"/>	
Never Reported to/Unsuccessful Discharge from following Programs		
	Community service, day reporting, employment programs and/or residential programs .....	15
	Detention or Diversion Center .....	18
	<input type="text" value="0"/>	
Condition Violated • Score <u>only</u> the violation receiving the highest points		
	2. Fail to report any arrests within 3 days to probation officer .....	17
	3. Fail to maintain employment/report changes in employment .....	17
	4. Fail to report as instructed .....	18
	5. Fail to allow probation officer to visit home or place of employment .....	17
	6. Fail to follow instructions and be truthful and cooperative .....	18
	7. Use alcoholic beverages to excess .....	17
	8. Use, possess, distribute controlled substances or paraphernalia .....	31
	9. Use, own, possess, transport or carry firearm .....	17
	10. Change of residence or leave Commonwealth of Virginia .....	1
	11. Abscond from supervision .....	34
	12. Fail to follow special conditions (sex offender) .....	19
	12. Fail to follow special conditions (other than sex offender conditions) .....	11
	<input type="text" value="17"/>	
Absconded 13 months or more • If YES, add 5 <input type="text" value="0"/>		
Total Score • If total is 36 or less, the recommendation is Probation/No Incarceration. If total is 37 or more, go to Section C. <input type="text" value="20"/>		
<a href="#">Prev</a> <a href="#">Next</a>		

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Violation Guidelines Recommendation	
<input checked="" type="radio"/> Probation/No Incarceration <input type="radio"/> Incarceration (Enter Range Below) Sentence Range: <input type="text"/> <input type="text"/> <input type="text"/> to <input type="text"/> <input type="text"/> <input type="text"/> yyyy/mm/ddd <input type="checkbox"/> Recommendation Exceeds Revocable Time of: <input type="text"/> <input type="text"/> <input type="text"/> yyyy/mm/ddd	<input type="checkbox"/> Probation Violation Guidelines Do Not Apply <i>(Check Reason Below)</i> <input type="radio"/> Condition 1 Violation <input type="radio"/> Deferred Finding/Sentence <i>If checked, do not complete this form.            Complete original sentencing guidelines.</i> <input type="radio"/> Parole Eligible Case <input type="radio"/> Revocation Other Than Probation

## ★ Instructions for Printing Blank Worksheets Not Utilizing Court Data to Populate the Fields

The screenshot shows the Virginia Criminal Sentencing Commission's website. At the top, there is a logo and the text "VIRGINIA CRIMINAL SENTENCING COMMISSION". Below the logo, there is a search bar labeled "Search Worksheet Logout" and a status message "Logged in as: Jody Fridley (3653)". A modal window titled "Guidelines Search" is open. It contains fields for "Record Type" (radio buttons for "New" and "Drafts", with "New" selected), "Court" (dropdown menu showing "City"), "Court Type" (radio buttons for "Circuit" and "General District", with "Circuit" selected), "Guidelines" (dropdown menu showing "Probation Violation"), "Defendant" (text input field), and "Date range" (two date input fields). A "Submit" button is at the bottom of the modal.

### Search results

To utilize SWIFT without populating the fields with existing court data, set Record Type to “NEW,” identify the Court and Court Type, and set Guidelines to the worksheet you want to create, leave all other search fields blank and click submit. In the example, we are printing a blank Probation Violation worksheet. To print a blank form to handwrite information: Click “SAVE”, “FINAL”, “PDF” and print the blank PDF worksheet.

Users not authorized to populate the guidelines with court data are encouraged to manually enter the required information into the blank SWIFT form. Include a valid scheduled sentencing date and score the worksheets before printing the guidelines. **The finalized guidelines can be printed and distributed based on current court policies and procedures for paper copies.**

You will save and, in the future, transfer worksheets in these cases the same as worksheets created using court data. Since a docket number is not transferred to the guidelines, you will be required to include a valid court docket number on the cover page. Use the exact same docket format, including leading zeros, used by the court. (If the docket number is not correct, SWIFT will alert you to the proper format).

The screenshot shows the "Sentencing Revocation Report - Probation Violation Cover Sheet" form. At the top, there is a logo and the text "VIRGINIA CRIMINAL SENTENCING COMMISSION". Below the logo, there is a search bar labeled "Search Worksheet Logout" and a status message "Logged in as: Jody Fridley (3653)". The form has sections for "Offender" (Name, SID/CRC#, CORIS Offender ID, SSN, Date of Birth), "Court" (Judicial Circuit, FIPS Code, City/County, Sentencing Judge's Name), "Most Serious Original Felony Offense Information" (Primary Offense, VCC, Original Sentencing Date), "Original Disposition Information" (checkboxes for No Incarceration, Jail or Prison, Detention or Diversion Center Incarceration), "Type Of Revocation - Check All That Apply" (checkboxes for Probation, Post-Release, Good Behavior, Suspended Sentence, Community-Based Program), and "Conditions Cited In Violation - Check All That Apply" (checkboxes for various violations like failing to obey laws, failing to report arrests, failing to maintain employment, failing to report as instructed, failing to allow probation officer visits, failing to follow instructions, and being non-compliant). There are also sections for "Complete if there are any new law or ordinance violations" and "VCCs For Most Serious Convictions".

## Contact Information:

- Establish a ***SWIFT!*** Account
- User Concerns, Technical Issues
- Dismissed Employees/Suspension of Law License

**PHONE:** 804-225-4398

**EMAIL:** [SWIFT@vcsc.virginia.gov](mailto:SWIFT@vcsc.virginia.gov)

**TEXT:** 804-393-9588



## **WEBSITES:**

**[www\\_vcsc\\_virginia\\_gov](http://www_vcsc_virginia_gov)**

(Includes Links to ***SWIFT!*** and the Mobile Website)

**[mobile\\_vcsc\\_virginia\\_gov](http://mobile_vcsc_virginia_gov)**

(Mobile Manual, Mobile Website and VCC Search)

**Virginia Criminal Sentencing Commission • 100 North 9<sup>th</sup> Street • 5<sup>th</sup> Floor  
– Supreme Court of Virginia Building –  
Richmond, VA 23219**