



# Sentencing Guidelines Cover Sheet

Scheduled Sentencing Date:

\_\_\_\_/\_\_\_\_/\_\_\_\_

Complete this form ONLY for applicable felonies sentenced on or after July 1, 2021.

## 1 OFFENDER

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_ Suffix \_\_\_\_\_

Date of Birth: \_\_\_\_\_  
Month Day Year

Social Security Number: \_\_\_\_\_

CCRE:  V  A \_\_\_\_\_

CORIS Offender ID: \_\_\_\_\_

PSI: \_\_\_\_\_

## 2 COURT

Judicial Circuit \_\_\_\_\_ City/County \_\_\_\_\_ FIPS Code: \_\_\_\_\_

Sentencing Judge's Name \_\_\_\_\_ For Office Use Only

Preparer Name \_\_\_\_\_  Commonwealth's Attorney  Probation Officer

Prosecuting Commonwealth's Attorney \_\_\_\_\_ Defense Attorney \_\_\_\_\_

## 3 CONVICTIONS

Offense	Counts	VCC	Offense Date
Primary Offense	_____	_____	____/____/____ <small>Month Day Year</small>

For a comprehensive list of all offenses in the sentencing event, please refer to the **Docket Details** page following **Section D**.

Primary Offense Code Section § \_\_\_\_\_ Docket Number \_\_\_\_\_

### Drug Type in Event *Please check all that apply. This information is for research purposes only.*

- Cocaine     Codeine     Fentanyl     Heroin     Hydrocodone     Methadone  
 Methamphetamine     Methylphenidate     Morphine     Oxycodone     Any other Schedule I/II drug \_\_\_\_\_

## 4 METHOD OF ADJUDICATION

Jury Trial     Sentence Set by Jury \_\_\_\_\_  
Years Months Days

Life     Juvenile     Fine Only

Bench Trial     Guilty Plea     Alford Plea/Nolo contendere

## 5 SENTENCING GUIDELINES RECOMMENDATION

- Section B**
- Probation/No Incarceration
  - Incarceration 1 Day to 3 Months
  - Incarceration 1 Day to 6 Months
  - Incarceration 3 to 6 Months
  - Probation/No Incarceration or Incarceration to 6 Months

**Section B**  
Mandatory Minimum \_\_\_\_\_

- Section C**
- Life Sentence
  - Incarceration (**Enter Midpoint and Range Below**)
  - No Recommendation Offense  
(Primary offense does not yield a recommendation)
- Range Midpoint** \_\_\_\_\_  
Years Months Days
- Sentence Range** \_\_\_\_\_ **TO** \_\_\_\_\_  
Years Months Days
- Recommendation Adjusted for **Mandatory Minimum**

## 6 NONVIOLENT RISK ASSESSMENT Section D of Drug, Fraud, and Larceny Worksheets

- Recommended for Alternative Punishment
- NOT Recommended for Alternative Punishment
- Not Applicable (INELIGIBILITY CONDITIONS marked on Section D)
- Not a DRUG, FRAUD or LARCENY Offense



# Fraud Section A

Offender Name: \_\_\_\_\_

## ◆ Primary Offense

A. Other than listed below		
1 count .....	3	
2 counts .....	7	
3 counts .....	11	
B. Credit card theft		
1 count .....	4	
2 counts .....	11	
C. Welfare or food stamp fraud (\$1000 or more); false application for public assistance		
1 count .....	2	
2 counts .....	3	
D. Passing bad checks (\$1000 or more); Credit card fraud (\$1000 or more); Receiving goods from credit card (\$1000 or more); Making false statement to obtain goods or utilities (\$1000 or more)		
1 count .....	1	
2 counts .....	2	
3 counts .....	8	
E. Forging coins, checks or bank notes, or other writings; Uttering; Making or possessing forging instruments		
1 count .....	2	
2 counts .....	3	
3 counts .....	5	
F. Construction fraud		
1 count .....	2	
2 counts .....	3	
G. Use identifying information to defraud, > \$1000 (1 count)	6	
H. Obtain identifying information with intent to defraud, 2nd or subseq.		
1 count .....	1	
I. Receiving stolen credit card or credit card number with the intent to use or sell		
1 count .....	3	
2 counts .....	10	

Score

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

Years: Less than 40 .....	0
40 or more .....	1

0	
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## ◆ Additional Offenses Total the maximum penalties for additional offenses, including counts

Years: Less than 5 .....	0
5 - 14 .....	1
15 - 29 .....	2
30 - 39 .....	3
40 or more .....	4

0	
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## ◆ Prior Convictions/Adjudications Total maximum penalties for the 5 most recent and serious prior record events

Primary offense: H: Obtain identifying information with intent to defraud, 2nd or subseq.	
Years	Points
Less than 9 .....	0
9 - 41 .....	1
42 or more .....	2

Primary offense: All other offenses	
Years	Points
Less than 2 .....	0
2 - 7 .....	1
8 - 17 .....	2
18 - 24 .....	3
25 - 35 .....	4
36 or more .....	5

0	
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## ◆ Prior Felony Property Convictions/Adjudications

Number of Counts: 1 - 2 .....	1
3 - 4 .....	3
5 .....	4
6 or more .....	5

0	
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## ◆ Prior Misdemeanor Convictions/Adjudications (Excludes Traffic)

Primary offense: H: Obtain identifying information with intent to defraud, 2nd or subseq.	
Number of Counts	Score
1 - 5 .....	1
6 or more .....	2

Primary offense: All other offenses	
Number of Counts	Score
1 - 3 .....	1
4 - 6 .....	2
7 or more .....	3

0	
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## ◆ Prior Incarcerations/Commitments

If YES, add 3

0	
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## ◆ Prior Revocations of Parole/Post-Release, Supervised Probation or CCCA

If YES, add 3

0	
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## ◆ Prior Juvenile Record

If YES, add 1

0	
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## ◆ Legally Restrained at Time of Offense

None .....	0
Other than parole/post-release, supervised probation or CCCA .....	4
Parole/post-release, supervised probation or CCCA .....	9

0	
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## Total Score

If total is 10 or less, go to **Section B**. If total is 11 or more, go to **Section C**.

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# Fraud Section B

Offender Name: \_\_\_\_\_

## ◆ Primary Offense

- A. Other than listed below
  - 1 count ..... 2
  - 2 counts ..... 4
- B. Credit card theft (1 count) ..... 6
- C. Welfare or food stamp fraud (\$1000 or more); false application for public assistance
  - 1 count ..... 1
  - 2 counts ..... 6
- D. Passing bad checks (\$1000 or more); Credit card fraud (\$1000 or more); Receiving goods from credit card (\$1000 or more); Making false statement to obtain goods or utilities (\$1000 or more)
  - 1 count ..... 4
  - 2 counts ..... 7
- E. Forging coins, checks or bank notes, other writings; Uttering; Making or possessing forging instruments (1 count) ..... 6
- F. Construction fraud (1 count) ..... 1
- G. Use of identifying information to defraud, > \$500 (1 count) ..... 6
- H. Obtain identifying information with intent to defraud, 2nd or subsequent (1 count) ..... 6
- I. Receiving stolen credit card or credit card number with the intent to use or sell (1 count) ..... 7

Score

0	
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## ◆ Primary Offense Remaining Counts Total the maximum penalties for counts of the primary not scored above

- Years: Less than 19 ..... 0
- 19 - 27 ..... 1
- 28 - 36 ..... 2
- 37 or more ..... 3

0	
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## ◆ Additional Offenses Total the maximum penalties for additional offenses, including counts

- Years: Less than 2 ..... 0
- 2 - 9 ..... 1
- 10 - 18 ..... 2
- 19 - 27 ..... 3
- 28 - 36 ..... 4
- 37 or more ..... 5

0	
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## ◆ Prior Convictions/Adjudications Total the maximum penalties for the 5 most recent and serious prior record events

- Years: Less than 2 ..... 0
- 2 - 5 ..... 1
- 6 - 10 ..... 2
- 11 - 16 ..... 3
- 17 - 21 ..... 4
- 22 - 27 ..... 5
- 28 - 32 ..... 6
- 33 - 38 ..... 7
- 39 or more ..... 8

0	
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## ◆ Prior Juvenile Record \_\_\_\_\_ If YES, add 2 →

0	
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## ◆ Legally Restrained at Time of Offense \_\_\_\_\_ If YES, add 4 →

0	
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**SCORE THE FOLLOWING FACTOR ONLY IF PRIMARY OFFENSE IS H: OBTAIN IDENTIFYING INFORMATION WITH INTENT TO DEFRAUD, 2ND OR SUBSEQUENT (§18.2-186.3(D))**

## ◆ Prior Misdemeanor Convictions/Adjudications (Excludes Traffic)

- Number of Counts: 1 - 7 ..... 1
- 8 or more ..... 4

0	
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## Total Score

See **Fraud Section B Recommendation Table** to convert score to guidelines sentence.  
Then, go to **Section D Nonviolent Risk Assessment** and follow the instructions.

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# Fraud Section C

Offender Name: \_\_\_\_\_

## ◆ Primary Offense

— Prior Record Classification —

Category I  Category II  Other

A. Other than listed below			
1 count .....	24	12	6
2 counts .....	28	14	7
3 counts .....	40	20	10
4 counts .....	56	28	14
B. Credit card theft (1 count) .....	36	18	9
C. Welfare fraud or food stamp fraud (\$1000 or more); false application for public assistance			
1 count .....	12	6	3
2 counts .....	20	10	5
D. Forging coins, checks or bank notes, other writings; Uttering; Making or possessing forging instruments			
1 count .....	28	14	7
2 - 3 counts .....	32	16	8
4 counts .....	40	20	10
E. Construction fraud (1 count) .....	36	18	9
F. Use identifying information to defraud, > \$1000 (1 count) .....	36	18	9
G. Obtain identifying information with intent to defraud, 2nd or subsequent (1 count) .....	16	8	4
H. Receiving stolen credit card or credit card number with the intent to use or sell (1 count) .....	24	12	6

Score

0		
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## ◆ Primary Offense Remaining Counts

Assign points for each count of the primary not scored above and total the points

Maximum Penalty:	5 .....	0
(years)	10, 20 .....	1

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## ◆ Additional Offenses

Assign points to each additional offense (including counts) and total the points

Maximum Penalty:	Less than 10 .....	0
(years)	10, 20 .....	1
	30 .....	2
	40 or more .....	3

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## ◆ Prior Convictions/Adjudications

Assign points to the 5 most recent and serious prior record offenses and total points

Maximum Penalty:	Less than 5 .....	0
(years)	5, 10 .....	1
	20 .....	2
	30 .....	3
	40 or more .....	4

0		
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## ◆ Prior Felony Fraud Convictions/Adjudications

Number	1 .....	1
of Counts:	2 .....	2
	3, 4 .....	3
	5 .....	4
	6 .....	5
	7 .....	6
	8 .....	7
	9 or more .....	8

0	0	
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## ◆ Prior Juvenile Record

If YES, add 4 →

0	0	
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## ◆ On Parole/Post-Release, Supervised Probation, or CCCA at Time of Offense

If YES, add 5 →

0	0	
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## Total Score

See **Fraud Section C Recommendation Table** for guidelines sentence range.  
Then, go to **Section D Nonviolent Risk Assessment** and follow the instructions.

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Fraud/Section C

# Nonviolent Risk Assessment ❖ Fraud Section D

Offender Name: \_\_\_\_\_

## ❖ Ineligibility Conditions

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

**If answered YES to ANY, go to "Nonviolent Risk Assessment Recommendations" on cover sheet and check Not Applicable. If answered NO to ALL, complete remainder of Section D worksheet.**

## ❖ Offender Age at Time of Offense \_\_\_\_\_

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

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## ❖ Gender \_\_\_\_\_

- Offender is Female ..... 1
- Offender is Male ..... 10

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## ❖ Prior Adult Felony Convictions \_\_\_\_\_

- Number of Counts: 0 ..... 0
- 1 - 2 ..... 5
- 3 or more ..... 15

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## ❖ Prior Adult Incarcerations \_\_\_\_\_

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

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## ❖ Legally Restrained at Time of Offense \_\_\_\_\_

If YES, add 6 →

0	
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## Total Score \_\_\_\_\_

- 31 or less, check Recommended for Alternative Punishment.
- 32 or more, check NOT Recommended for Alternative Punishment.

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Fraud/Section D

Go to **Cover Sheet** and fill out **Nonviolent Risk Assessment Recommendations**.



# Offense Details

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## Offender Name:

Offense	Counts	VCC	Offense Date	Docket No.
Primary Offense				
1.				

Additional Offense	Counts	VCC	Offense Date	Docket No.
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				