



The Single Justice Procedure

A step-by-step guide to
how the process works.

What happens before the Single Justice Procedure



TV Licensing Officer visits

- Finds there's no licence but determines or suspects you need one
- Interviews you under caution



Decision is made to prosecute based on your circumstances.



You'll get a Single Justice Procedure (SJP) Notice. This means your case may be decided by a magistrate without you needing to go to court. You have **21 days to respond**.

Contents

- 02** In response to the letter, you plead **guilty**
- 03** In response to the letter, you plead **not guilty**
- 04** If you don't respond **within 21 days**

In response to the letter, you plead **guilty**

You decide whether you want to go to court.

No

You can send the court any evidence or information about your circumstances and finances with your guilty plea.

Yes

You'll get a letter telling you when you need to go to court.

You present any evidence or information about your circumstances and finances at court.

The magistrate will make a decision based on the information they have and tell you if you are attending the court.

You'll get a letter with their decision. This could be a fine of up to £1,000 plus a Victim Surcharge (40% of the fine you've been asked to pay) and prosecution costs. You'll also get a reduced sentence for pleading guilty (up to 33% less).

If you are in court, you can tell them how you want to pay. Or you'll get a letter.

You can pay the fine by contacting the court or online. You can either pay in one go or over weekly instalments.*

*The court can apply for authority to collect the fine and costs directly from your pay or benefits.

In response to the letter, you plead **not guilty**

You have to go to court. You'll get a letter telling you when you need to go to court. If you don't attend the case will go ahead without you.

The prosecution will present their evidence and question you about any evidence you give to the court. You can question the prosecution witness and present any evidence at court.

The magistrate will make a decision based on the information they have and tell you if you are attending the court.

If you're found **not guilty**, there is nothing more to do.

If you're found **guilty**...

You can tell the court any information about your circumstances and/or financial information for the court to take into account.

The court will tell you its decision. This could be a fine of up to £1,000 plus a Victim Surcharge (40% of the fine you've been asked to pay) and prosecution costs.

You can pay the fine by contacting the court or online. You can pay in one go or ask the court to spread the fine out over weekly instalments.*

*The court can apply for authority to collect the fine and costs directly from your pay or benefits.

If you don't respond **within 21 days**

The case will go ahead.
The magistrate make a decision based on the information they have.

You lose your chance to explain your circumstances. You lose your chance to reduce your sentence if you plead guilty. Your fine may also be higher if the court isn't aware of your finances.

If you're found **not guilty**
– nothing more to do

If you're found **guilty**...

The court will tell you its decision. This could be a fine of up to £1,000 plus a Victim Surcharge (40% of the fine you've been asked to pay) and prosecution costs.

You can pay the fine by contacting the court or online. You can pay in one go or ask the court to spread the fine out over weekly instalments.*

*The court can apply for authority to collect the fine and costs directly from your pay or benefits.



For more information about the Single Justice Procedure

Visit [gov.uk/single-justice-procedure-notice](https://www.gov.uk/single-justice-procedure-notice)