

Criteria needed to administratively approve a Petition to Enter Guilty Plea:

- Sentence:
 - Serve jail time?
 - Stay of Ex?
 - Stay of Adj?
 - Stay of Imp?
- Statute #s included for any amended charge – charging and penalty
- Any counts dismissed?
- Jail time:
 - # of days
 - Stayed Period
 - Credit for time served in days
- Probation:
 - Type – Supervised/Unsupervised
 - Length
 - Agency
- Conditions
 - Length of time to complete, ex: "Complete CD eval within 60 days and follow recommendations" (If applicable)
 - Certain conditions required by statute, ex: submit to DNA, weapons restrictions, ignition interlock, etc.
 - Others?
- CWS
 - Amount of time ordered
 - Ordered as a condition or in lieu of fine? How long to complete?
- Fees:
 - Fine Amount
 - Surcharge/no-convict surcharge included
 - Extra fees – CD fee/PD co-pay or reimbursement; Prosecution/Court costs
 - Can credit for fine be received for ignition interlock/treatment costs?
 - Restitution – amount and victim information
 - Due date
- Enhancement language (for enhanceable offenses) – if the offense is enhanceable then the proper language should be included
- Waiver of appearance by Defendant at plea and sentencing
- Signed by all parties
- Blank signature line for judge
- Other?
 - Specific templates per judges for certain offense i.e. DWIs, Domestic Abuse, etc.