

## Form 28(a)

### INSTRUCTIONS FOR COMPLETING THE FORM FOR ENTERING A "GUILTY/NO CONTEST PLEA BY MAIL"

Warning: The submission to the court of a completed form to enter a "guilty/no contest plea by mail" will have important legal consequences.

" Please read these instructions completely and carefully. If you do not follow these procedures correctly and completely, your plea by mail may not be accepted by the court, and you may be required to appear in court in-person.

" Read Rule 17.1(a)(4) of the Arizona Rules of Criminal Procedure and/or consult a lawyer if you have any additional questions after reading these instructions.

Note: You must have a copy of the complaint charging you with a crime to complete the form.

You must complete the following items on the plea by mail form.

- (1) Enter the name of the court where the complaint was filed (for example, Phoenix Municipal, Ajo Justice).
- (2) Enter the name of the county where the court is located.
- (3) Enter your first name, middle name, and last name exactly as they appear on the complaint.
- (4) Enter the court's case number.
- (5) Print your full legal name (which can be different than your name on the complaint.)
- (6) Check whether you are pleading guilty or no contest. Check only one box.
- (7) Provide the reasons why you have an "undue hardship" in paragraph 12. An undue hardship is something that makes it difficult for you to personally appear in court, such as an illness, physical incapacity, a substantial distance to travel, or you are incarcerated (that is, you are currently in jail.) You may enter a plea by mail only if you have an "undue hardship". If you do not have an "undue hardship", you must personally appear in court.
- (8) Provide any information you would like the judge to consider before you are sentenced. You may attach additional pages if needed to provide complete information. You may also attach any other documents or statements you'd like the judge to consider before you are sentenced.
- (9) & (10). You must sign and date the plea by mail form in front of a notary public. You must have identification to show the notary. The notary public will add his or her stamp or seal and the notary's signature to show that the notary personally witnessed you sign the plea by mail form. Your signature confirms that you have read and understand the plea by mail form as well as these instructions, or that they have been read to you and that you understand them. If you do not read or speak English, please contact the court and request the assistance of an interpreter. If you have a lawyer, your lawyer must also sign the form and provide a State Bar number. Please note that only an attorney who is licensed to practice law in Arizona may sign the form.
- (11) & (12). You must provide your complete mailing address and a telephone number. The court will mail a copy of the judgment of conviction to you.

**READ THE PLEA BY MAIL FORM ON THE FOLLOWING PAGES CAREFULLY. DO NOT SIGN THE FORM OR SEND IT TO THE COURT IF YOU HAVE QUESTIONS ABOUT ANYTHING IN THE FORM, OR ABOUT THE LEGAL CONSEQUENCES OF A PLEA BY MAIL.**

(1) STATE OF ARIZONA  
VS

COURT (2) \_\_\_\_\_ County, Arizona

(3) \_\_\_\_\_

Defendant's name (first, middle, and last names)

**GUILTY/NO CONTEST**

**PLEA BY MAIL**

and

**JUDGMENT OF CONVICTION**

(4) \_\_\_\_\_

(Case/Complaint No.)

1. I (5) \_\_\_\_\_ (print your full legal name) am the defendant in this case. I have a copy of the criminal complaint in this case, and I have read and I understand the charges filed against me. I hereby agree to plead (check only one): (6)  Guilty  No Contest to the criminal offense(s) alleged in the complaint. If there is more than one offense alleged in the complaint, I am pleading guilty or no contest to each of the criminal offenses in the complaint.

2. I admit to a factual basis for the offense(s) set forth in the complaint (that is, if my case went to trial, the facts would show that I did what I am charged with doing). I consent to the entry of judgment on my plea as indicated in paragraph 1 above.

3. I understand that the court will determine the sentence pursuant to my plea, and that I am responsible for satisfying all of the penalties that are imposed by the court. I further understand that the court may reject my plea by mail if any of the following are true:

- " my case involves a victim;
- " the court will impose a jail term, unless I am sentenced to time served, or unless I am currently in jail and the jail time that is imposed would not extend the length of my current jail sentence;
- " the court will impose a term of probation;
- " my fingerprint is required to be on the sentencing document;
- " a plea by mail would not be in the interests of justice; or
- " I have not described in paragraph 12 below any undue hardship that justifies my plea by mail.

4. I understand that the range of penalties for misdemeanor and petty offenses are as follows:

Class 1 misdemeanor: a \$2500 fine, 6 months jail, and/or 3 years probation, plus surcharges and fees.

Class 2 misdemeanor: a \$750 fine, 4 months jail, and/or 2 years probation, plus surcharges and fees.

Class 3 misdemeanor: a \$500 fine, 30 days jail, and/or 1 year probation, plus surcharges and fees.

Petty offense: not more than a \$300 fine, plus surcharges and fees.

The maximum fine amounts are higher for enterprises.

5. If I am arrested on another offense in the future, I know that as the result of my plea in this case, I may be charged with a more serious offense that has more severe penalties.
6. If I am presently on probation or parole, I know that this guilty or no contest plea may result in a violation of my probation or parole.
7. I know that if I am not a citizen of the United States, pleading guilty or no contest to a crime may affect my immigration status. Admitting guilt may result in deportation even if the charge is later dismissed. My plea or admission of guilt could result in deportation or removal, could prevent me from ever being able to get legal status in the United States, or could prevent me from becoming a United States citizen.
8. I understand that by entering my plea of guilty or no contest by mail I am giving up all of the following constitutional rights:
  - a. The right to plead not guilty and to require the State to prove guilt beyond a reasonable doubt.
  - b. The right to a trial, and depending on the charge(s) against me, a right to a trial by jury.
  - c. The right to assistance of an attorney at all stages of the proceeding, including appeal. If I cannot afford one, I may be eligible for a court-appointed attorney at a reduced cost or at no cost.
  - d. The right to confront the witnesses against me and to cross-examine them as to the truthfulness of their testimony.
  - e. The right to present evidence in my own behalf and to have the court compel my chosen witnesses to appear and to testify free of charge.
  - f. The right to remain silent, not to incriminate myself, and to be presumed innocent unless/or until proven guilty beyond a reasonable doubt.
  - g. The right to a direct appeal.
9. I give up the right to be present at the time of sentencing.
10. My plea is voluntary and not the result of force, threat, or promises.
11. I understand that I may file a petition for post-conviction relief in accordance with Rule 32 of the Arizona Rules of Criminal Procedure, and if it is denied I may file a petition for review.
12. I wish to enter my plea by mail because my personal appearance in court would be an undue hardship for the following reasons: (Explain the hardship, such as illness, physical incapacity, substantial distance to travel, or incarceration, fully and in detail. (Attach additional pages if needed.)

(7) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

13. I would like the court to consider the following information in determining an appropriate sentence (attach additional pages if needed):

(8) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read the instructions for completing this plea by mail form, or these instructions have been read to me. I have completely read this plea by mail form, or it has been completely read to me. I understand this plea form, and I am voluntarily signing it below. I understand that the court will mail a copy of its judgment to me, and that I will be responsible for fulfilling the penalties and the sentence imposed by the court.

(9) \_\_\_\_\_  
Dated

(10) \_\_\_\_\_  
Defendant's Signature

\_\_\_\_\_  
(if any) Defense Counsel Signature/AZ Bar #

(11) \_\_\_\_\_  
Defendant's Telephone Number

(12) \_\_\_\_\_  
Defendant's Complete Mailing Address

**THIS SECTION IS FOR NOTARY USE ONLY:**

I hereby certify that \_\_\_\_\_ personally appeared before me.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Notary Public Signature \_\_\_\_\_ State of \_\_\_\_\_

My Commission Expires \_\_\_\_\_ County of \_\_\_\_\_

**THIS SECTION IS FOR COURT USE ONLY:**

**ACCEPTANCE OF PLEA AND JUDGMENT OF CONVICTION**

I CERTIFY that I have personally reviewed the defendant's statements set forth in this Guilty/No Contest Plea by Mail form. The court finds a basis in fact for believing the defendant is guilty of the offense(s) charged, and that the defendant's plea of guilty or no contest is voluntary and intelligent.

I accept the defendant's plea and find that the defendant is guilty of the following offense or offenses alleged in the complaint:

\_\_\_\_\_, a violation of A.R.S. § \_\_\_\_\_,  
committed on \_\_\_\_\_.

(and, if applicable) \_\_\_\_\_

The defendant is sentenced as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_\_ Judge: \_\_\_\_\_

I CERTIFY that a copy of this document was mailed to defendant at the address shown above on  
this date: \_\_\_\_\_ by (Clerk's name or initials): \_\_\_\_\_