

(Date Reference is written)

To the presiding Magistrate,  
(Applicable Court) Magistrates' Court

Your Honour,

**[Who you are]**

My name is Peter Johnson of 1 Temple Court, Keilor Park and I am a (job title) eg: architect.

**[Your relationship to the person charged]**

I have known Jane Citizen of 123 Alphabet Street, South Melbourne, retail assistant, for five years. We used to work together.

**[Your knowledge of the person's charges]**

I understand that Jane Citizen has to attend court about a theft charge. She is very upset about the charge and I believe she is sorry for what she has done.

**[Your knowledge of what is going on in the person's life]**

She has been under stress due to her mother's difficult battle with cancer. Even though she has been charged with theft I would continue to trust Jane with my money and belongings.

**[Your opinion of the person's character]**

I can say that in all the time I have known her, Jane Citizen has been a decent, hardworking and trustworthy person. I believe any behaviour she displayed that caused her to be charged with theft was a one-off event.

Yours Faithfully,

A handwritten signature in black ink, appearing to read "Signature".

Full Name

Mobile Number

Address

## **\*\*\* IMPORTANT \*\*\***

A credible reference must be signed and dated

.Feel free to include anything additional that you believe may assist. However, always seek guidance from Garde Wilson Law if you are unsure of the relevance or reasoning.

Character References must always be truthful. NEVER provide MISLEADING or DECEPTIVE information to a state or federal Court.

Avoid being suggestive as to the sentence that a presiding Magistrate or Judge should impose.

Keep the information about the good character of the person for whom you are writing the reference.

You are not required and should never blame the Police, Victim or Witnesses associated to the case for which your providing a reference on.