

TRANSPORT FOR LONDON PROSECUTIONS

Frequently Asked Questions

Why am I being taken to court?

You are being taken to court because it is alleged that you have committed an offence. Details of the alleged offence are on the Charge Sheet enclosed with the Notice.

Does it matter that I committed the offence by accident/mistake ?

No. All TfL ticketing offences are 'strict liability'. This means that intention is irrelevant and you may be guilty simply by the fact you did not have a valid ticket.

Can I settle the case out of Court ?

Transport for London is only willing to settle out of Court in cases where you can demonstrate 'sufficient mitigating circumstances'. If you feel that such circumstances are present please put these reasons in writing to TfL, by e mail or post, along with any supporting evidence.

Do I have to attend the court in person?

No. If you are pleading guilty, you can complete the relevant form included with the Single Justice Notice and return it to the court, along with the means form on which you state your financial incomings and outgoings.

Where can I obtain advice?

You can seek advice from a solicitor or the Citizens Advice Bureau (CAB). Details of local solicitors and the nearest CAB are available from your local library or from any magistrates' court. Transport for London cannot give any advice with regard to completing the forms or on how you should proceed.

What happens if I just ignore the Notice?

If you do nothing, the court may hear the prosecution case in your absence and you will have no opportunity to put your side. You will also lose the reduction in fine for an early plea of guilty.

If I attend court will I have access to free legal representation?

The court will not issue you with a representation order, often called 'legal aid', in this type of case. However, if you come to court for a trial, you may bring someone to help and advise you how to put your defence to the court.

What happens if I wish to plead not guilty?

You should indicate this on the copy of the Charge Sheet that you return to the court. A date will then be set for a trial.

Will I be able to question or challenge the Inspector/Officer in court?

Yes. There is an option on the form for you to request the Inspector/Officer to give evidence at trial. If you do not request this, their statement(s) will be read aloud as agreed evidence at trial.

Will a conviction go on my criminal record?

If you plead guilty or the court finds you guilty, you acquire a criminal conviction.

If the court convicts me in my absence or after a trial, do I have a right of appeal?

If, after receiving notice of conviction and sentence, you decide to appeal, you should inform the court as soon as possible. All appeals are to the Crown Court and must be made within 21 days of the conviction.

If the court orders me to make payments, what should I do?

You should pay the full amount immediately. If you cannot do so, contact the court without delay.

If I did not attend court, how will I know the outcome?

The court will inform you in writing of the outcome, normally within two weeks of the hearing.

Further information, including the *Transport for London Revenue Enforcement and Prosecutions Policy* can be found on our website – <http://www.tfl.gov.uk>