

Application to cancel or reduce your fine
Statement of Financial and Personal Circumstances
(CAYPINS)

WHEN SHOULD I USE THIS FORM?

Use this form to ask the registrar at the court to reduce or cancel the money you owe for a fine. You should not use this form if you want to go before a magistrate or if you want to plead not guilty to the offence.

DO I HAVE TO FILL OUT THIS FORM?

If you want the registrar to reduce or cancel your fine, you should fill out this form. This form will give the registrar the information in writing that is needed to help him or her to decide whether to reduce or cancel your fine.

WHAT SHOULD I DO IF I SAY I DID NOT COMMIT THE OFFENCE?

You should contact the Children's Court helpline on 1300 787 715, or speak to the Registrar/duty lawyer at the court on the day of your hearing. The registrar cannot deal with your fine on the hearing day if you say you did not commit the offence.

WHO WILL GET THIS INFORMATION?

If your fine is cancelled, this form will be sent to the agency that issued the fine.

WHAT IF I NEED HELP TO FILL IN THIS FORM?

You can ask the court staff or the duty lawyer at court for help to fill in this form.

WHAT DO SOME WORDS USED IN THIS FORM MEAN?

Agency: The organisation that gave you the fine.

Fine: the amount of money the infringement notice tells you to pay..

Income: the amount of money that you get from work or Centrelink.

Infringement notice: the form given out by an agency telling you what rule or law you broke and how much money you have to pay.

Offence: something the law says is wrong.

Penalty: the amount of money you have been asked to pay (also called a fine).

Payment plan: a plan that you organise with the court that gives you more time to pay your fine.

Court Reference No:

Date of Hearing:

Court Location:

PERSONAL DETAILS

Name:

Date of Birth:

Address:

OFFENCE DETAILS:

Please provide offence details regarding the infringement notice(s) issued against you:

1. Offence Description:

Offence Date: Place of offence:

The fine for the offence was \$

The amount still unpaid is \$

2. Offence Description:

Offence Date: Place of offence:

The fine for the offence was \$

The amount still unpaid is \$

3. Offence Description:

Offence Date: Place of offence:

The fine for the offence was \$

The amount still unpaid is \$

4. Offence Description:

Offence Date: Place of offence:

The fine for the offence was \$

The amount still unpaid is \$

Please attach a description of further charge(s) if required.

Do you want a Magistrate to decide if you are guilty of the offence(s)? **Yes / No**

(If you answer 'Yes', the registrar will not be able to deal with your fine. Instead, a summons will be sent to you and you will have to come to court on another day.)

ABOUT PEOPLE WHO ARE SUPPORTING YOU

Your answers to these questions may help the registrar at the court to decide whether to reduce or cancel your fine.

Is there an adult/lawyer at court with you today? **Yes / No**

If 'Yes', who?

Are there any court orders about you and the Department of Human Services? (Child Protection or Youth Justice [previously known as Juvenile Justice])

Yes / No

If 'Yes': Give details about the orders:

Who do you live with? (i.e, Parents, other family, alone, other)

Does your parent/guardian or other adult family member know that you have this fine?

Yes / No

If 'Yes', who?

Have your parents/guardian or any other person offered to help you to pay this fine?

Yes / No

If 'Yes', who?

If your parents/guardian or other person help you to pay this fine, would you: (tick if correct)

- Pay back the money at a later time?
- Do household chores or other work to make up for the money?
- Give up pocket money or give up something else to make up for the money?
- Make an arrangement with the person who paid by agreeing to:

- None of the above

Do you go to school / TAFE / other?	Yes / No
If 'Yes': What course/year/level:	

ABOUT YOUR FINANCES

This section helps the registrar at the court to decide if you can afford to pay all or some of your fine.

Do you get money from:

(a) A job? Yes / No
 If 'Yes': Is the job casual /part-time / full-time ? (Circle one)

(b) How much do you usually get paid after tax? week/fortnight/month

(c) Centrelink? Yes / No
 If 'Yes': Is the allowance: Youth / Newstart / Carer / Other
 How much do you usually get paid? week / fortnight / month

(d) Pocket money? Yes / No
 If 'Yes': How much do you usually get paid? week / fortnight / month

(e) Other? Yes / No
 If 'Yes': Who pays you?
 How much do you usually get paid? week / fortnight / month

If you support yourself or help to support yourself, use this section of the form to show your bills or expenses.

WEEKLY EXPENSES	
Rent / board	\$
Rates / electricity / gas	\$
Food	\$
Phones (home / mobile)	\$
Travel (fuel, public transport fares)	\$
Clothing / shoes	\$
Medicines / Medical costs	\$
Child support / maintenance	\$
Loan repayments	\$
Other expenses (give details) <input style="width: 150px;" type="text"/>	\$
TOTAL WEEKLY EXPENSES	\$

If you have money in an account, give the details here:

Name of bank / building society / credit union

Current Balance: \$

If you have any other money available to you write down the amount. \$

If you owe money (like a loan or debt) write down who you owe and how much.

I owe \$ to:

I owe \$ to:

If you own a car or motor bike or any other personal property, write down what you own and how much it is worth.

Details:	<input type="text"/>	Value:	<input type="text"/> \$ <input type="text"/>
Details:	<input type="text"/>	Value:	<input type="text"/> \$ <input type="text"/>
Details:	<input type="text"/>	Value:	<input type="text"/> \$ <input type="text"/>

Use this section of the form to write down the reasons you cannot pay the fine.

Signature of young person :

Date:

Write down the name of any person who helped you fill in this form and their relationship to you (for example: parent, youth worker, lawyer).