

Youth Justice Act 2024

**NOTICE OF CHILD'S OPTION – REGISTRATION OF INFRINGEMENT PENALTY
(CAYPINS)**

IN THE CHILDREN'S COURT
OF VICTORIA AT _____

Court Reference: _____

Name: _____

Offence: _____

Use this form to make your selection by ticking the box on the left of the corresponding option. Please only make one selection. If you wish to choose a different option for each offence, you must complete a separate form for each. If you have any questions, please contact the Children's Court by email at caypins@courts.vic.gov.au.

WHAT ARE MY OPTIONS?

If you agree with the reason for the fine and can pay the fine

You must pay the Children's Court the **Total Registered Amount** by _____. You do not need to send this form back.

☐ **If you agree with the reason for the fine but need more time to pay**

You can ask the Registrar to give you more time to pay or to make a payment agreement so you can pay in smaller amounts at agreed times.

If you choose this option, you need to tick this box and send this notice to the Children's Court by email at caypins@courts.vic.gov.au by _____ and include how much more time you need to pay

If you agree with the reason for the fine but cannot afford to pay

You can ask the Registrar to cancel your fine. You can either attend court on a nominated date or you can submit all relevant paperwork for the Registrar to consider.

☐ **Ask the Registrar to cancel your fine without attending court**

To select this option, tick this box. You will also need to fill out two additional forms:

- Application for CAYPINS Cancellation order
- Statement of Financial and Personal Circumstances.

If you have any documents that show how much money you have or how much you earn or you have to spend, you should also send those as they may help the Registrar to decide whether to reduce or cancel your fine. A Registrar will think about what you wrote on your form and any other information you provide and decide if you should pay the fine, or only pay some of the fine, or not pay anything at all. You will be notified of the decision.

☐ **Appear before a Registrar on a nominated date**

To Select this option, tick this box. You will be notified of the court date. You will need to also complete the other documents mentioned above prior to the nominated court date.

If you choose either of these options, you need to tick the relevant box and send this notice to the Children's Court by email at caypins@courts.vic.gov.au by .

If you agree with the reason for the fine but want your case to be heard by a Magistrate

Before , you can ask the Registrar to arrange for a Magistrate to hear your case.

If you choose this option, the matter will be referred back to the and you may be sent a summons with a date to come to court.

- ☐ On the court date, you can explain your situation to the Magistrate. However, if you choose this option it is possible that the Magistrate could still decide that you must pay a fine or could impose another type of penalty

A penalty from a Magistrate would go on your court record.

If this is what you want, tick the box on the left and return this form to the Children's Court by email at caypins@courts.vic.gov.au by .

If you do not agree with the reason for getting the fine

If you don't agree that you broke the law ,the Registrar will refer the matter back to you may be sent a summons with a date to come to court. The summons will tell you what to do if you want to plead not guilty.

- ☐ When you go to court, a Magistrate will listen to both sides and decide whether you broke the law (whether you are guilty or not guilty). If you are found guilty, the Magistrate will decide your penalty. A penalty from a Magistrate will go on your court record.

If this is what you want, tick the box on the left and return this form to the Children's Court by email at caypins@courts.vic.gov.au by .