Dear Dr XXXX,

**XXXX (DOB: )**

Thank you for agreeing to see our client Mr X for an assessment and report on [appointment date and time].

History of the proceeding

Mr X is presently aged 36 at the time of the offending he was aged between 27 and 29 years. Mr X was previously in a relationship with the complainant’s mother.

[outline the history of the matter] eg: Our client was originally indicted on [charges]. The offending was said to have occurred between [XXX – XXX]. A Special Hearing (to prerecord the evidence of the complainant) was conducted in February of 2022 and pretrial legal argument followed in November 2022. As a result of both the Special Hearing and the pretrial rulings, the Crown accepted an offer on behalf of our client to plead guilty to XXX.

Matters relevant to your assessment

The plea is listed at the Melbourne County Court on **[the plea date]**. A copy of the [relevant documents, including the indictment, transcript of our client’s record of interview, the Crown plea opening etc].

[summarise the materials if you think it would be effective to do so]

[if the accused denies the offending, tell them so that’s clear]

History of offence specific treatment

[summarise and list relevant attachments, eg: hospital records, GP records, treatment reports etc].

Matters to be addressed in the report

We would be grateful if your assessment and report could address all matters including:

1. Background and personal history
2. Circumstances surrounding the offending;
3. Whether in your opinion there is any connection between Mr X’s background, including his personal history and experience of childhood, and the offending;
4. In relation to the principles enunciated in *R v Verdins*:
   1. Whether, in your opinion, Mr X is suffering from mental illness, intellectual disability or some other mental or cognitive impairment;
   2. Whether Mr X was suffering from mental illness, intellectual disability or some other mental or cognitive impairment at the time at the commission of the alleged offences;
   3. The nature, extent and effect of the condition experienced by Mr X at the time of the offending and/or at the time of sentence;
   4. How the condition affected, or is likely to have affected, Mr X’s mental, intellectual or cognitive functioning;
   5. Whether there is a ‘realistic connection’ between the impairment and the offending. Please state as precisely as possible, how the particular condition was (or is likely to have been) operative at the time and how it was (or is likely to have been) connected with the offending;
   6. How the condition is likely to affect Mr X in the future and whether this has implications for the type of sentence which the judicial officer should consider;
   7. His current mental health status, including any rehabilitative measures/ strategies implemented since the offending including reference to any counselling and whether any condition would be likely:
      1. To affect adversely the ability of Mr X to cope with imprisonment; and/or
      2. To deteriorate as a result of the subject being imprisoned.
5. Whether Mr X shows insight and/or remorese and if so, please state the basis for that opinion as comprehensively as possible;
6. Mr X’s prospects for rehabilitation, in particular;
   1. Possible therapeutic and rehabilitative options;
   2. His particular rehabilitation needs;
   3. Any aspects of Mr X’s mental, intellectual or cognitive functioning which may impede rehabilitation.
7. An assessment of Mr X’s risk of re-offending with reference to both static and dynamic factors.

Finally, we would be grateful if you could comment on whether you believe imprisonment will be more burdensome for our client and why.

Of course, should you wish to comment on any other matters you deem appropriate, please do not hesitate.

Administrative matters

We note that the total cost of this report is $XXX.

We thank you for your assistance and ask that you do not hesitate to contact [instructor] of our office on XXXX should you have any queries or require any further information.

Kind regards,