

JACOBSON MAHONY LAWYERS

GUIDELINE TO PREPARATION OF CHARACTER REFERENCE – DISTRICT / SUPREME COURT

A Character Reference should include:-

- Full name and occupation of referee.
- A brief paragraph setting out the referee's own background;
- Details of how long the referee has known the Applicant and under what circumstances.
- That the referee is aware the Applicant is to present themselves in Court in relation to offence/s charged.
- Any comments about the Applicant's character including circumstances under which they have had contact which allows them to make such comments.
- Details of any positive attributes the referee feels the Applicant has including any community contributions.

The Reference should:-

- Be addressed to "The Presiding Judge."
- Not extend beyond one page.
- Formulated in the referee's own words.
- Be signed and dated by the referee.