CHECKLIST

Criminal fine: steps to take after sentencing

- [ ] Complete and return any means form the court sends you promptly and accurately.
- [ ] Ask at the hearing for a payment plan if you cannot pay the full amount immediately.
- [ ] Keep a record of every payment made, including the date and reference number.
- [ ] Contact the fines office before you miss a payment, not after.
- [ ] Apply to vary the payment arrangement if your financial circumstances change significantly.
- [ ] Check whether the conviction affects any DBS disclosures relevant to your work or volunteering.
- [ ] Note the date your rehabilitation period begins so you know when the conviction becomes spent.