Summary offences Is there an **Summary offence** application for reconciliation? Yes No Arraignment Is the offence allowed to be Does the accused understand? reconciled under s35 of MCA? Yes No No Yes Explain the charge Plea and put charge again Ask accused if it is Hear the **NB** Consider fitness true application to plead if there is no understanding Yes No Hear response from the other Ask prosecution to read party summary of facts Tell accused "Listen very Make your carefully. You will be asked decision allowing if you agree with the facts at application (or the end" otherwise return to arraignment) Are the facts in dispute Does the accused relevant to the elements of agree with the the offence? facts? No Yes Yes No Enter a NOT **GUILTY** plea Enter a **GUILTY** plea Consider NB Record the bail/remand; accused's words as summons for nearly as possible witnesses s195(2) CPC Adjourn **Convict**

Sentence

Trial