

# WORKSHEET A

## OFFENSE LEVEL

Defendant \_\_\_\_\_

District/Office \_\_\_\_\_

Docket Number \_\_\_\_\_

Count Number(s) \_\_\_\_\_ U.S. Code Title & Section \_\_\_\_\_: \_\_\_\_\_; \_\_\_\_\_: \_\_\_\_\_

*Guidelines Manual* Edition Used: 20\_\_ (Note: The Worksheets are keyed to the November 1, 2018 *Guidelines Manual*)

### INSTRUCTIONS

Complete a separate Worksheet A for each count of conviction or as required in a situation listed at the bottom of Worksheet B.\*  
*Exceptions:* Use only a single Worksheet A where the offense level for a group of closely related counts is based primarily on aggregate value or quantity (see §3D1.2(d)) or where a count of conspiracy, solicitation, or attempt is grouped with a substantive count that was the sole object of the conspiracy, solicitation, or attempt (see §3D1.2(a) & (b)).

#### 1. Offense Level (See Chapter Two)

Enter the applicable base offense level and any specific offense characteristics from Chapter Two and explain the bases for these determinations. Enter the sum in the box provided.

| Guideline | Description | Level |
|-----------|-------------|-------|
| _____     | _____       | _____ |
| _____     | _____       | _____ |
| _____     | _____       | _____ |
| _____     | _____       | _____ |
| _____     | _____       | _____ |

If the Chapter Two guideline requires application of a cross reference or other reference, an additional Worksheet A may be needed for that analysis. See §1B1.5.

Sum

#### 2. Victim-Related Adjustments (See Chapter Three, Part A)

Enter the applicable section and adjustment. If more than one section is applicable, list each section and enter the combined adjustment. If no adjustment is applicable, enter "0".

§ \_\_\_\_\_

#### 3. Role in the Offense Adjustments (See Chapter Three, Part B)

Enter the applicable section and adjustment. If more than one section is applicable, list each section and enter the combined adjustment. If the adjustment reduces the offense level, enter a minus (-) sign in front of the adjustment. If no adjustment is applicable, enter "0".

§ \_\_\_\_\_

#### 4. Obstruction Adjustments (See Chapter Three, Part C)

Enter the applicable section and adjustment. If more than one section is applicable, list each section and enter the combined adjustment. If no adjustment is applicable, enter "0".

§ \_\_\_\_\_

#### 5. Adjusted Offense Level

Enter the sum of Items 1–4. If this Worksheet A does not cover all counts of conviction or situations listed at the bottom of Worksheet B, complete Worksheet B. Otherwise, enter this result on Worksheet D, Item 1.

Check here if **all** counts (*including* situations listed at the bottom of Worksheet B)\* are addressed on this one Worksheet A. If so, no Worksheet B is used.

If the defendant has no criminal history, enter "I" here and on Worksheet D, Item 4. No Worksheet C is used.

# WORKSHEET B

## MULTIPLE COUNTS\*

Defendant \_\_\_\_\_

Docket Number \_\_\_\_\_

### INSTRUCTIONS

**STEP 1:** Determine if any of the counts group under §3D1.2(a)–(d) (“the grouping rules”). All, some, or none of the counts may group. Some of the counts may have already been grouped in the application under Worksheet A, specifically: (1) counts grouped under §3D1.2(d); or (2) a count charging conspiracy, solicitation, or attempt that is grouped with the substantive count of conviction (see §3D1.2(a)). Explain the reasons for grouping:

\_\_\_\_\_

\_\_\_\_\_

**STEP 2:** Using the box(es) provided below, for each group of “closely related counts” (*i.e.*, counts that group together under any of the four grouping rules), enter the highest adjusted offense level from Item 5 of the various Worksheets “A” that comprise the group. See §3D1.3. Note that a “group” may consist of a single count that has not grouped with any other count. In those instances, the offense level for the group will be the adjusted offense level for the single count.

**STEP 3:** Enter the number of units to be assigned to each group (see §3D1.4) as follows:

- One unit (1) for the group of counts with the highest offense level
- An additional unit (1) for each group that is equally serious or 1 to 4 levels less serious
- An additional half unit (1/2) for each group that is 5 to 8 levels less serious
- No increase in units for groups that are 9 or more levels less serious

#### 1. Adjusted Offense Level for the First Group of Counts

Count number(s) \_\_\_\_\_

\_\_\_\_\_ Unit

#### 2. Adjusted Offense Level for the Second Group of Counts

Count number(s) \_\_\_\_\_

\_\_\_\_\_ Unit

#### 3. Adjusted Offense Level for the Third Group of Counts

Count number(s) \_\_\_\_\_

\_\_\_\_\_ Unit

#### 4. Adjusted Offense Level for the Fourth Group of Counts

Count number(s) \_\_\_\_\_

\_\_\_\_\_ Unit

#### 5. Adjusted Offense Level for the Fifth Group of Counts

Count number(s) \_\_\_\_\_

\_\_\_\_\_ Unit

#### 6. Total Units

\_\_\_\_\_ Total Units

#### 7. Increase in Offense Level Based on Total Units (See §3D1.4)

|           |              |                    |              |
|-----------|--------------|--------------------|--------------|
| 1 unit:   | no increase  | 2½ – 3 units:      | add 3 levels |
| 1½ units: | add 1 level  | 3½ – 5 units:      | add 4 levels |
| 2 units:  | add 2 levels | More than 5 units: | add 5 levels |

#### 8. Highest of the Adjusted Offense Levels from Items 1–5 Above

#### 9. Combined Adjusted Offense Level (See §3D1.4)

Enter the sum of Items 7 & 8 here and on Worksheet D, Item 1.

\*Note: Worksheet B also includes applications that are done “as if there were multiple counts of convictions,” including: multiple-object conspiracies (see §1B1.2(d)); offense guidelines that direct such application (e.g., §2G2.1(d)(1) (Child Porn Production)); and stipulations to additional offenses (see §1B1.2(c)). Note also that these situations typically require the use of multiple Worksheets A.

# WORKSHEET C

## CRIMINAL HISTORY

[Page 1 of 2]

Defendant \_\_\_\_\_

Docket Number \_\_\_\_\_

Note: As an aid, some of the basic criminal history "rules" are listed below. However, there are numerous additional criminal history rules at §§4A1.1 and 4A1.2 that must be used with Worksheet C and for correct application.

Enter the Earliest Date of the Defendant's Relevant Conduct \_\_\_\_\_

(The date of the defendant's commencement of the instant offense(s))

### 1. Prior Sentences Resulting from Offenses Committed Prior to the Defendant's 18th Birthday

- (a) **3 Points** if convicted as an **adult**, for each prior sentence of imprisonment **exceeding one year and one month** imposed within 15 years of the defendant's earliest date of relevant conduct or resulting in incarceration during any part of that 15-year period. See §§4A1.1(a) and 4A1.2(d)(1) & (e)(1).
- (b) **2 Points** for each prior **adult or juvenile sentence** of confinement of **at least 60 days** not counted under §4A1.1(a) imposed within 5 years or from which the defendant was released from confinement within 5 years of the defendant's earliest date of relevant conduct. See §§4A1.1(b) and 4A1.2(d)(2)(A).
- (c) **1 Point** for each prior **adult or juvenile sentence** not counted under §4A1.1(a) or §4A1.1(b) imposed within 5 years of the defendant's earliest date of relevant conduct. See §§4A1.1(c) and 4A1.2(d)(2)(B).

Note: Identify as "**adult**" any sentence exceeding one year and one month that resulted from an adult conviction.

A **release date** is required in only two instances: (1) when a sentence covered under §4A1.1(a) was imposed more than 15 years prior to the defendant's earliest date of relevant conduct but resulted in the defendant being incarcerated during any part of such 15-year period; or (2) when a sentence counted under §4A1.1(b) was imposed more than 5 years prior to the defendant's earliest date of relevant conduct, but release from confinement occurred within such 5-year period.

| Date of Imposition | Offense | Sentence | Release Date | Guideline Section | Criminal History Points |
|--------------------|---------|----------|--------------|-------------------|-------------------------|
| _____              | _____   | _____    | _____        | _____             | _____                   |
| _____              | _____   | _____    | _____        | _____             | _____                   |
| _____              | _____   | _____    | _____        | _____             | _____                   |
| _____              | _____   | _____    | _____        | _____             | _____                   |

### 2. Prior Sentences Resulting from Offenses Committed On or After the Defendant's 18th Birthday

- (a) **3 Points** for each prior sentence of imprisonment **exceeding one year and one month** imposed within 15 years of the defendant's earliest date of relevant conduct or resulting in incarceration during any part of that 15-year period. See §§4A1.1(a) and 4A1.2(e)(1).
- (b) **2 Points** for each prior sentence of imprisonment of **at least 60 days** not counted under §4A1.1(a) imposed within 10 years of the defendant's earliest date of relevant conduct. See §§4A1.1(b) and 4A1.2(e)(2).
- (c) **1 Point** for each prior sentence not counted under §4A1.1(a) or §4A1.1(b) imposed within 10 years of the defendant's earliest date of relevant conduct. See §§4A1.1(c) and 4A1.2(e)(2).

Note: A **release date** is required when a sentence covered under §4A1.1(a) was imposed more than 15 years prior to the defendant's earliest date of relevant conduct but resulted in the defendant being incarcerated during any part of such 15-year period.

| Date of Imposition | Offense | Sentence | Release Date | Guideline Section | Criminal History Points |
|--------------------|---------|----------|--------------|-------------------|-------------------------|
| _____              | _____   | _____    | _____        | _____             | _____                   |
| _____              | _____   | _____    | _____        | _____             | _____                   |
| _____              | _____   | _____    | _____        | _____             | _____                   |
| _____              | _____   | _____    | _____        | _____             | _____                   |

# Worksheet C — Criminal History [Page 2 of 2]

Defendant \_\_\_\_\_

Docket Number \_\_\_\_\_

(continued from *Sentences Resulting from Offenses Committed On or After the Defendant's 18th Birthday*)

| Date of Imposition | Offense | Sentence | Release Date | Guideline Section | Criminal History Points |
|--------------------|---------|----------|--------------|-------------------|-------------------------|
| _____              | _____   | _____    | _____        | _____             | _____                   |
| _____              | _____   | _____    | _____        | _____             | _____                   |
| _____              | _____   | _____    | _____        | _____             | _____                   |
| _____              | _____   | _____    | _____        | _____             | _____                   |
| _____              | _____   | _____    | _____        | _____             | _____                   |
| _____              | _____   | _____    | _____        | _____             | _____                   |
| _____              | _____   | _____    | _____        | _____             | _____                   |
| _____              | _____   | _____    | _____        | _____             | _____                   |
| _____              | _____   | _____    | _____        | _____             | _____                   |
| _____              | _____   | _____    | _____        | _____             | _____                   |

**3. Sum of Criminal History Points for prior sentences under §4A1.1(a), (b), & (c) in Items 1 & 2**

A total of 4 points can be added for all the 1-Point sentences counted in Items 1 & 2 combined.

**4. "Status" of Defendant at Time of Instant Offense**

**2 Points** for "status" if the defendant committed any part of the instant offense (*i.e.*, any relevant conduct) while under any criminal justice sentence (*e.g.*, probation, parole, supervised release, imprisonment, work release, or escape status) for a sentence counted in Items 1 or 2. *See* §4A1.1(d) and Application Note 4. List the type of control and identify the counted sentence that resulted in the control. Otherwise, enter **0 Points**.

\_\_\_\_\_

\_\_\_\_\_

**5. Crimes of Violence**

**1 Point** for each prior sentence resulting from a conviction of a crime of violence that did not receive any points under §4A1.1(a), (b), or (c) because such sentence was counted as a single sentence which also included another sentence resulting from a conviction for a crime of violence. A total of 3 points can be added under this subsection. *See* §4A1.1(e) and Application Note 5, and §4A1.2(a)(2) & (p). Identify the crimes of violence and briefly explain why the cases are considered a single sentence. Otherwise, enter **0 Points**.

\_\_\_\_\_

\_\_\_\_\_

**6. Total Criminal History Points (Sum of Items 3–5)**

**7. Criminal History Category (Enter here and on Worksheet D, Item 4)**

| Total Points | Criminal History Category |
|--------------|---------------------------|
| 0–1          | I                         |
| 2–3          | II                        |
| 4–6          | III                       |
| 7–9          | IV                        |
| 10–12        | V                         |
| 13 or more   | VI                        |

# WORKSHEET D

## DETERMINING THE SENTENCE

[Page 1 of 4]

Defendant \_\_\_\_\_

Docket Number \_\_\_\_\_

### 1. Adjusted Offense Level (From Worksheet A or B)

If Worksheet B is required, enter the result from Worksheet B, Item 9. Otherwise, enter the result from Worksheet A, Item 5.

### 2. Acceptance of Responsibility (See Chapter Three, Part E)

Enter the applicable reduction of 2 or 3 levels. If no adjustment is applicable, enter "0".

### 3. Offense Level Total (Item 1 less Item 2)

### 4. Criminal History Category (From Worksheet A or C)

Enter the result from Worksheet C, Item 7, unless the defendant has no criminal history, and as directed at the bottom of Worksheet A, no Worksheet C is used and "T" is entered here.

### 5. Terrorism; Career Offender; Criminal Livelihood; Armed Career Criminal; Repeat and Dangerous Sex Offender (See Chapter Three, Part A, and Chapter Four, Part B)

#### a. Offense Level Total

If the provision for Career Offender (§4B1.1), Criminal Livelihood (§4B1.3), Armed Career Criminal (§4B1.4), or Repeat and Dangerous Sex Offender (§4B1.5) results in an offense level total higher than Item 3, enter the offense level total. Otherwise, enter "N/A".

#### b. Criminal History Category

If the provision for Terrorism (§3A1.4), Career Offender (§4B1.1), Armed Career Criminal (§4B1.4), or Repeat and Dangerous Sex Offender (§4B1.5) results in a criminal history category higher than Item 4, enter the applicable criminal history category. Otherwise, enter "N/A".

### 6. Guideline Range from Sentencing Table

Enter the applicable guideline range from Chapter Five, Part A, in months.

### 7. Restricted Guideline Range (See Chapter Five, Part G)

If the statutorily authorized maximum sentence or the statutorily required minimum sentence restricts the guideline range (Item 6) (see §§5G1.1 and 5G1.2), enter either the restricted guideline range or any statutory maximum or minimum penalty that would modify the guideline range. Otherwise, enter "N/A".

Check here if §5C1.2 (Limitation on Applicability of Statutory Minimum Penalties in Certain Cases) and 18 U.S.C. § 3553(e) – "The Safety Valve" – are applicable.

### 8. Undischarged Term of Imprisonment; Anticipated State Term of Imprisonment (See §5G1.3)

If the defendant is subject to an undischarged term of imprisonment, or an anticipated state term of imprisonment, check this box. Below list the undischarged/anticipated term(s), the applicable section of §5G1.3 and its direction or guidance as to whether the instant federal sentence is to be imposed to run concurrently or consecutively to the undischarged/anticipated term(s), and any sentence adjustment.

# Worksheet D — Determining the Sentence [Page 2 of 4]

Defendant \_\_\_\_\_

Docket Number \_\_\_\_\_

## 9. Sentencing Options (See Chapter Five, Sentencing Table and §§5B1.1(a) and 5C1.1)

Check the applicable box that corresponds to the Guideline Range entered in Item 6 or Item 7, if applicable.

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### Zone A (See §§5B1.1(a)(1) & 5C1.1(a) & (b))

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If checked, the following options are available:

- Fine (See §§5C1.1(b) & 5E1.2(a))
- “Straight” Probation (See §§5B1.1(a)(1) & 5C1.1(b))
- Imprisonment (See §5C1.1(a) & (c)(1))

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### Zone B (See §§5B1.1(a)(2) & 5C1.1(a) & (c))

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If checked, *the minimum term may be satisfied by:*

- Imprisonment (See §5C1.1(a) & (c)(2))
- Imprisonment of **at least one month plus supervised release** with a condition that substitutes community confinement or home detention for imprisonment (See §5C1.1(c)(2))
- Probation with a condition that substitutes intermittent confinement, community confinement, or home detention for imprisonment (See §§5B1.1(a)(2) and 5C1.1(c)(3))

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### Zone C (See §5C1.1(a) & (d))

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If checked, *the minimum term may be satisfied by:*

- Imprisonment (See §5C1.1(a) & (d)(1))
- Imprisonment of **at least one-half of the minimum term plus supervised release** with a condition that substitutes community confinement or home detention for imprisonment (See §5C1.1(d)(2))

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### Zone D (See §5C1.1(a) & (f))

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If checked, *the minimum term is to be satisfied by* a sentence of imprisonment

## 10. Length of Term of Probation (See §5B1.2)

If probation is imposed, the guideline for the length of such term of probation is: (Check the applicable box)

At least one year, but not more than five years if the offense level total is 6 or greater.

No more than three years if the offense level total is 5 or less.

# Worksheet D — Determining the Sentence [Page 3 of 4]

Defendant \_\_\_\_\_

Docket Number \_\_\_\_\_

## 11. Supervised Release (See §§5D1.1 and 5D1.2)

### a. Imposition of a Term of Supervised Release:

Ordered because required by statute (See §5D1.1(a)(1)).

Ordered because a sentence of imprisonment of more than one year is imposed (See §5D1.1(a)(2)).

Is **not** ordered although a sentence of more than one year is imposed, because it is not required by statute **and** the defendant likely will be deported after imprisonment (See §5D1.1(c)).

Ordered because it may be ordered in any other case (See §5D1.1(b)).

### b. Length of Term of Supervised Release

Check the Class of the Offense:

Class A or B Felony: Two to Five Year Term (See §5D1.2(a)(1))

Class C or D Felony: One to Three Year Term (See §5D1.2(a)(2))

Class E Felony or Class A Misdemeanor: One Year Term (See §5D1.2(a)(3))

If a statutorily required mandatory minimum term of supervised release for the offense impacts the guideline range for the applicable Class of Offense above, also check this box, and list the statutory minimum term (See §5D1.2(c)):

\_\_\_\_\_ years mandatory minimum term of supervised release

If an offense in 18 U.S.C. § 2332b(g)(5)(B) that resulted in, or created a foreseeable risk of, death or serious bodily injury to another person; or if a sex offense, the term of supervised release will not be less than the minimum term established above, and may be up to life (See §5D1.2(b)).

Policy Statement: If a sex offense, the *statutory maximum term* of supervised release is recommended.

## 12. Restitution (See §5E1.1)

### a. If restitution is applicable, enter the amount. Otherwise enter "N/A" and the reason:

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### b. Enter whether restitution is statutorily mandatory or discretionary:

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### c. Enter whether restitution is by an order of restitution, or **solely** as a condition of supervision. Enter the authorizing statute:

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# Worksheet D — Determining the Sentence [Page 4 of 4]

Defendant \_\_\_\_\_

Docket Number \_\_\_\_\_

## 13. Fines (The Guideline Range for Fines for Individual Defendants) (See §5E1.2)

| a. Special Fine Provisions   | Minimum                                      | Maximum                                      |
|--|--|--|
| <input type="checkbox"/> Check box if any of the counts of conviction is for a statute with a special fine provision. (This <b>does not</b> include the general fine provisions of 18 USC § 3571(b)(2) & (d).<br><br>Enter the sum of statutory maximum fines for all such counts. |  | \$ <input style="width: 80px;" type="text"/> |
| <b>b. Fine Table (§5E1.2(c)(3))</b><br>Enter the minimum and maximum fines.  | \$ <input style="width: 80px;" type="text"/> | \$ <input style="width: 80px;" type="text"/> |
| <b>c. Fine Guideline Range</b><br>(Determined by the minimum of the Fine Table (Item 15(b)) and the greater maximum above (Item 15(a) or 15(b))).  | \$ <input style="width: 80px;" type="text"/> | \$ <input style="width: 80px;" type="text"/> |
| <b>d. Ability to Pay</b><br><br><input type="checkbox"/> Check this box if the defendant does not have an ability to pay.  |  |  |

## 14. Special Assessments for Individual Defendants (See §5E1.3)

Enter the total amount of the statutory special assessments required for all counts of conviction:

- \$100 for each felony count of conviction.
- \$25 for each Class A misdemeanor count of conviction.
- While not subject to guideline sentencing, the special assessments for a Class B misdemeanor, and a Class C misdemeanor or infraction are \$10 and \$5 per count, respectively.

**TOTAL:** \$

## 15. Factors That May Warrant a Departure (See §1B1.1(b))

Consider Chapter Five, Part H (Specific Offender Characteristics) and Part K (Departures), and other policy statements and commentary in the *Guidelines Manual* that might warrant consideration in sentencing. (See also the “List of Departure Provisions” included in the *Guidelines Manual* after the Index).

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## 16. Factors That May Warrant a Variance (See §1B1.1(c))

Consider the applicable factors in 18 U.S.C. § 3553(a) taken as a whole.

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Completed by \_\_\_\_\_

Date \_\_\_\_\_