Osprey Approach: Crown Court Not Guilty Plea

This help guide was last updated on
Aug 4th, 2023

The latest version is always online at
https://support.ospreyapproach.com/?p=30994

ALLOCATE A CUSTOM QUESTIONNAIRE

CROWN COURT TRIAL DATE AND TIME TK_CRM

COMPLETE DETAILS AS APPROPRIATE:

Crown Court Trial Date

Select a date

Crown Court Trial Time

0.00

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

BAIL STATUS TK_CRM

COMPLETE DETAILS AS APPROPRIATE:

Bail Status

Please Select

- Please Select
- Unconditional
- Conditional
- Detained

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

FCMH REQUIRED TK_CRM

COMPLETE DETAILS AS APPROPRIATE:

Is FCMH Required?

Please Select

- Please Select
- Yes
- No

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

FCMH DATE AND TIME TK_CRM

COMPLETE DETAILS AS APPROPRIATE:

Date of FCMH

Select a date

Time of FCMH

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

HOW MANY WITNESSES TK_CRM

COMPLETE DETAILS AS APPROPRIATE:

How Many Defence Witnesses

Please Select

- Please Select
- 0
- 1
- 2
- 3
- 4

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

WITNESS 1 TK_CRM

COMPLETE DETAILS AS APPROPRIATE:

Witness 1 Title

Witness 1 Forename

Witness 1 Surname

Witness 1 Address

Witness 1 Telephone Number

Submit Cancel

WITNESS 1 & 2 TK_CRM

COMPLETE DETAILS AS APPROPRIATE:

Witness 1 Title

Witness 1 Forename

Witness 1 Surname

Witness 1 Address

Witness 1 Telephone Number

Witness 2 Title

Witness 2 Forename

Witness 2 Surname

Witness 2 Address

Witness 2 Telephone Number

Submit Cancel

WITNESS 1 & 2 & 3 TK_CRM

COMPLETE DETAILS AS APPROPRIATE:

Witness 1 Title

Witness 1 Forename

Witness 1 Surname

Witness 1 Address

Witness 1 Telephone Number

Witness 2 Title

Witness 2 Forename

Witness 2 Surname

Witness 2 Address

Witness 2 Telephone Number

Witness 3 Title

Witness 3 Forename

Witness 3 Surname

WITNESS 1 & 2 & 3 & 4 TK_CRM

COMPLETE DETAILS AS APPROPRIATE:

Witness 1 Title

Witness 1 Forename

Witness 1 Surname

Witness 1 Address

Witness 1 Telephone Number

Witness 2 Title

Witness 2 Forename

Witness 2 Surname

Witness 2 Address

Witness 2 Telephone Number

Witness 3 Title

Witness 3 Forename

ALLOCATE A CUSTOM QUESTIONNAIRE

SPOKEN OR MET WITH THE WITNESS(ES) TK_CRM

COMPLETE DETAILS AS APPROPRIATE:

_____

Have we Spoken/Met with the Witness(es)

Please Select

- Please Select
- Yes
- No

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

ABANDON WITNESS(ES) TK_CRM

COMPLETE DETAILS AS APPROPRIATE:

_____

Abandon Witness(es)?

Please Select

- Please Select
- Yes
- No

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

1ST CLIENT INSTRUCTION MEETING DETAILS TK_CRM

COMPLETE DETAILS AS APPROPRIATE:

1st Client Appointment Date

Select a date

1st Client Appointment Time

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

CLIENT ATTEND MEETING TK_CRM

COMPLETE DETAILS AS APPROPRIATE:

Did Client Attend Meeting?

Please Select

Please Select

Yes

No

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

2ND CLIENT INSTRUCTION MEETING DETAILS TK_CRM

COMPLETE DETAILS AS APPROPRIATE:

2nd Client Appointment Date

Select a date

2nd Client Appointment Time

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

CLIENT ATTEND MEETING TK_CRM

COMPLETE DETAILS AS APPROPRIATE:

Did Client Attend Meeting?

Please Select

- Please Select
- Yes
- No

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

PROSECUTION ISSUES TK_CRM

COMPLETE DETAILS AS APPROPRIATE:

Prosecution Issues

Please Select

- Please Select
- Outstanding Evidence
- Unused Material
- Other
- None

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

CROWN COURT TRIAL OUTCOME TK_CRM

COMPLETE DETAILS AS APPROPRIATE:

Crown Court Trial Outcome

Please Select

- Please Select
- Guilty
- Not Guilty

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

ACTION FOLLOWING CROWN COURT GUILTY PLEA TK_CRM

COMPLETE DETAILS AS APPROPRIATE:

Action Following Crown Court Guilty Plea/Verdict

Please Select

- Please Select
- Ajourn for PSR
- Sentence

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

CROWN COURT SENTENCE TK_CRM

COMPLETE DETAILS AS APPROPRIATE:

Magistrates Court Sentence

Prision Sentence

- Please Select
- Absolute Discharge
- Conditional Discharge
- Fine
- Curfew Order
- Community Order
- Supervision
- Suspended Prison Sentence
- Prision Sentence
- Costs / Compensation
- Victim Surcharge
- Unpaid Work

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

COMMUNITY ORDER DETAILS (CC) TK_CRM

COMPLETE DETAILS AS APPROPRIATE:

Community Order Length

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

UNPAID WORK DETAILS (CC) TK_CRM

COMPLETE DETAILS AS APPROPRIATE:

Unpaid Work Hours

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

SUPERVISION DETAILS (CC) TK_CRM

COMPLETE DETAILS AS APPROPRIATE:

Supervision Length

Supervision Elements

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

SUSPENDED PRISON SENTENCE DETAILS (CC) TK_CRM

COMPLETE DETAILS AS APPROPRIATE:

Suspended Prison Sentence Length

Suspended Prison Sentence Period

Submit Cancel

CURFEW ORDER DETAILS (CC) TK_CRM

COMPLETE DETAILS AS APPROPRIATE:

Curfew Order Length

Curfew Order Hours

Submit Cancel

Cli Ltr-Offer 2nd Meeting-Take

Instructions

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_INITIALS_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Cli -Police Station- Restorative

Justice

PRACCTICE
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{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Client Letter - Crown Court - GP -

Sentence

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{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**

Re: Crown Court: { MERGEFIELD TK_MAGCRT_ALL_TK_CRWN_CRT_name }

I am writing to confirm the outcome of your appearance in **{** MERGEFIELD TK_MAGCRT_ALL_TK_CRWN_CRT_name **}** on **{** MERGEFIELD TK_MAGCRT_ALL_TK_CRWNCRT_DT **}**.

I spoke to you about the charge and the evidence in the case. I had advised you that [free text].

You instructed me that you would plead guilty to the charge and when the case was called into Court that is what you did. I then presented your mitigation to the Court.
The Court passed the following sentence upon you – **{** MERGEFIELD TK_CRWNCRT_SEN_TK_CRNCRT_SENT **}**.

I enclose our Sentence Information Sheet which gives you more information I hope you find helpful.

I would regard the sentence as a reasonable one in the circumstances and could not advise that you have grounds to appeal. Nevertheless if you want to consider an appeal please let me know.

I hope that all the above is clear but if you have any queries please do not hesitate to contact me or one of my colleagues.

With best wishes

Yours sincerely

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{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client Letter - Crown Court

-GP-PSR-Bail

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Your Ref:

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{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**

Re: Crown Court: { MERGEFIELD TK_MAGCRT_ALL_TK_CRWN_CRT_name }
Next Date: **{** MERGEFIELD TK_CRWNCRT_GP_TK_CRWN_PSR_DT **}**

I am writing to confirm the outcome of your appearance in **{** MERGEFIELD TK_MAGCRT_ALL_TK_CRWN_CRT_name **}** on **{** MERGEFIELD TK_CRWNCRT_GP_TK_CRWN_PSR_TM **}**.

I spoke to you about the charge and the evidence in the case. I advised you that [free text]. You instructed me that you would plead guilty to the charge and when the case was called into Court that is what you did. I then presented your mitigation to the Court.
The Court decided that it needed a Report from the Probation Service before it passed sentence upon you. Your case was therefore adjourned until **{** MERGEFIELD TK_CRWNCRT_GP_TK_CRWN_PSR_DT **}** for that to be done. Please arrive at Court by 9.30 on that day.

You were released on bail which was **{** MERGEFIELD TK_BAIL_STATUS_TK_BAIL_STATUS **}**

In the meantime you will be sent an appointment to see the Probation Service who will prepare a Report for the Judge who sentences you. This can make a big difference to the sentence you receive so it is important for you to cooperate with the Probation Service.

I hope that all the above is clear but if you have any queries please do not hesitate to contact me or one of my colleagues.

With best wishes

Yours sincerely

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{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client Letter - FCMH Outcome

PRACCTICE
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Your Ref:

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{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client Letter - Mags Court - NSST -

Custody

PRACCTICE
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Your Ref:

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{ MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_INITIALS_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**

Re: { MERGEFIELD TK_MAGCRT_ALL_TK_CRWN_CRT_name }
Next Date: { MERGEFIELD TK_MAGCRT_ALL_TK_CRWNCRT_DT } at { MERGEFIELD TK_MAGCRT_ALL_TK_CRWNCRT_TM }

I am writing to thank you for instructing us to represent you in relation to the charge of **{** MERGEFIELD MATTER_MATTER_DESCRIPTION **}** which you face and to confirm the outcome of your appearance in **{** MERGEFIELD TK_MAGCRT_INIT_TK_MAG_CRT_name **}** on **{** MERGEFIELD TK_MAGCRT_INIT_TK_MEG_CRT_DT **}**.

The charge you face can be dealt with in either the Crown Court or the Magistrates Court. However the Court felt that the case was too serious to be heard in the Magistrates Court and so the case was sent to the Bristol Crown Court with an initial hearing date of **{** MERGEFIELD TK_MAGCRT_ALL_TK_CRWNCRT_DT **}** at **{** MERGEFIELD TK_MAGCRT_ALL_TK_CRWNCRT_TM **}** when you are likely to appear via video link.

You were remanded in custody because [free text]. If you would like us to make a further bail application to a Judge at the Crown Court please let us know.

At the next hearing the Court will expect you to indicate what your plea is likely to be. You have already instructed us that [free text] OR We will make an appointment as soon as we can to discuss this with you.

I have now passed your file to our Crown Court team. They will instruct an Advocate to represent you and you will be met by the Advocate before you appear in Court.
I have made an application for legal aid on your behalf. If I need you to produce any documents to support that I will write to you separately.

I am enclosing copy of our Terms of Business. This contains information which I am obliged to send to you.

PRACCTICE
SOLICITORS

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Malvern
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I hope that all the above is clear but if you have any queries please do not hesitate to contact one of my colleagues in the Crown Court team at the office.

With best wishes

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client Letter - Mags Court - ST -

GP

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Your Ref:

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{ MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_INITIALS_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**

Re: Magistrates Court: { MERGEFIELD TK_MAGCRT_INIT_TK_MAG_CRT_name }

I am writing to thank you for instructing us to represent you in relation to the charge of **{** MERGEFIELD MATTER_MATTER_DESCRIPTION **}** which you faced and to confirm the outcome of your appearance in [43 Bristol] Magistrates Court on **{** MERGEFIELD TK_MAGCRT_INIT_TK_MEG_CRT_DT **}**.

I spoke to you about the charge and the evidence I had seen. I advised you that

[free text].

You instructed me that you would plead guilty to the charge and when the case was called into Court that is what you did. I then presented your mitigation to the Court.
The Court passed the following sentence upon you – **{** MERGEFIELD TK_MAGCRT_SEN_TK_MAGCRT_SENT **}**.

I enclose our Sentence Information Sheet which gives you more information I hope you find helpful.

I would regard the sentence as a reasonable one in the circumstances and could not advise that you have grounds to appeal. Nevertheless if you want to consider an appeal please let me know.

I have made an application for legal aid on your behalf. If I need you to produce any documents to support that I will write to you separately.

I am enclosing copy of our Terms of Business. This contains information which I am obliged to send to you.

I hope that all the above is clear but if you have any queries please do not hesitate to contact me or one of my colleagues.

With best wishes

Yours Sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client Letter - Mags Court -

ST-NGP-Bail

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Your Ref:

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{ MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_INITIALS_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**

Re: Magistrates Court: { MERGEFIELD TK_MAGCRT_INIT_TK_MAG_CRT_name }
Next Date: { MERGEFIELD TK_MAGCRT_NGP_TK_MAG_TRL_DT } at { MERGEFIELD TK_MAGCRT_NGP_TK_MAGTRL_TM }

I am writing to thank you for instructing us to represent you in relation to the charge of **{** MERGEFIELD MATTER_MATTER_DESCRIPTION **}** which you faced and to confirm the outcome of your appearance in **{** MERGEFIELD TK_MAGCRT_INIT_TK_MAG_CRT_name **}**on **{** MERGEFIELD TK_MAGCRT_INIT_TK_MEG_CRT_DT **}**.

I spoke to you about the charge and the evidence I had seen.

I advised you that

[free text].

You instructed me that you wished to plead not guilty to the charge and when the case was called into Court that is what you did.

Your case was listed for a trial to take place on **{** MERGEFIELD TK_MAGCRT_NGP_TK_MAG_TRL_DT **}** at **{** MERGEFIELD TK_MAGCRT_NGP_TK_MAGTRL_TM **}** when you need to attend. Please make sure you are at Court no later than 9.30 am on that date.

You were released on bail which was **{** MERGEFIELD TK_BAIL_STATUS_TK_BAIL_STATUS **}**.

We will now allocate a Solicitor from our Magistrates Court team to prepare your case and they will make contact with you to ensure that we have all the information we need from you and that you are fully advised about the trial and what will happen there.

I have made an application for legal aid on your behalf. If I need you to produce any documents to support that I will write to you separately.

I am enclosing copy of our Terms of Business. This contains information which I am obliged to send to you, and also some information about your obligations in respect of bail.

I hope that all the above is clear but if you have any queries please do not hesitate to contact me or one of my colleagues.

With best wishes

Yours Sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client Letter - Mags Court -

ST-NGP-Custody

PRACCTICE
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{ MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_INITIALS_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**

Re: Magistrates Court: { MERGEFIELD TK_MAGCRT_INIT_TK_MAG_CRT_name }
New Date: { MERGEFIELD TK_MAGCRT_NGP_TK_MAG_TRL_DT } at { MERGEFIELD TK_MAGCRT_NGP_TK_MAGTRL_TM }

I am writing to thank you for instructing us to represent you in relation to the charge of **{** MERGEFIELD MATTER_MATTER_DESCRIPTION **}** which you faced and to confirm the outcome of your appearance in **{** MERGEFIELD TK_MAGCRT_INIT_TK_MAG_CRT_name **}** on **{** MERGEFIELD TK_MAGCRT_INIT_TK_MEG_CRT_DT **}**.

I spoke to you about the charge and the evidence I had seen.

I advised you that

[free text].

You instructed me that you wished to plead not guilty to the charge and when the case was called into Court that is what you did.

Your case was listed for a trial to take place on **{** MERGEFIELD TK_MAGCRT_NGP_TK_MAG_TRL_DT **}** at **{** MERGEFIELD TK_MAGCRT_NGP_TK_MAGTRL_TM **}**. We will now allocate a Solicitor from our Magistrates Court team to prepare your case and they will make contact with you to ensure that we have all the information we need from you and that you are fully advised about the trial and what will happen there.

You were remanded in custody because **{** MERGEFIELD TK_BAIL_STATUS_TK_REFUS_BAIL **}**. If you would like us to make a further bail application to a Judge at the Crown Court please let us know.

I have made an application for legal aid on your behalf. If I need you to produce any documents to support that I will write to you separately.

I am enclosing copy of our Terms of Business. This contains information which I am obliged to send to you.

I hope that all the above is clear but if you have any queries please do not hesitate to contact me or one of my colleagues.

With best wishes

Yours Sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client Letter - Mags Court- IO -

Custody

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{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**

Re: Crown Court: { MERGEFIELD TK_MAGCRT_ALL_TK_CRWN_CRT_name }
Next Date: { MERGEFIELD TK_MAGCRT_ALL_TK_CRWNCRT_DT } at { MERGEFIELD TK_MAGCRT_ALL_TK_CRWNCRT_TM }

I am writing to thank you for instructing us to represent you in relation to the charge of **{** MERGEFIELD MATTER_MATTER_DESCRIPTION **}** which you face and to confirm the outcome of your appearance in **{** MERGEFIELD TK_MAGCRT_INIT_TK_MAG_CRT_name **}** on **{** MERGEFIELD TK_MAGCRT_INIT_TK_MEG_CRT_DT **}**.

The charge you face can only be dealt with in the Crown Court and so the case was sent to **{** MERGEFIELD TK_MAGCRT_ALL_TK_CRWN_CRT_name **}** with a hearing date of **{** MERGEFIELD TK_MAGCRT_ALL_TK_CRWNCRT_DT **}** at **{** MERGEFIELD TK_MAGCRT_ALL_TK_CRWNCRT_TM **}**when you are likely to appear via video link.
You were remanded in custody because **{** MERGEFIELD TK_BAIL_STATUS_TK_REFUS_BAIL **}**. If you would like us to make a further bail application to a Judge at the Crown Court please let us know.

At the next hearing the Court will expect you to indicate what your plea is likely to be. You have already instructed us that [free text] OR We will make an appointment as soon as we can to discuss this with you.

I have now passed your file to our Crown Court team. They will instruct an Advocate to represent you and you will be met by the Advocate before you appear in Court.
I have made an application for legal aid on your behalf. If I need you to produce any documents to support that I will write to you separately.

I am enclosing copy of our Terms of Business. This contains information which I am obliged to send to you.

I hope that all the above is clear but if you have any queries please do not hesitate to contact one of my colleagues in the Crown Court team at the office.

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

With best wishes

Yours Sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client Letter - Mags Court- IO -Bail

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
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T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_INITIALS_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**

Re: Crown Court: { MERGEFIELD TK_MAGCRT_ALL_TK_CRWN_CRT_name }
Next Date: { MERGEFIELD TK_MAGCRT_ALL_TK_CRWNCRT_DT } at { MERGEFIELD TK_MAGCRT_ALL_TK_CRWNCRT_TM }

I am writing to thank you for instructing us to represent you in relation to the charge of **{** MERGEFIELD MATTER_MATTER_DESCRIPTION **}** which you face and to confirm the outcome of your appearance in **{** MERGEFIELD TK_MAGCRT_INIT_TK_MAG_CRT_name **}** on **{** MERGEFIELD TK_MAGCRT_INIT_TK_MEG_CRT_DT **}**.

The charge you face can only be dealt with in the Crown Court and so the case was sent to the **{** MERGEFIELD TK_MAGCRT_ALL_TK_CRWN_CRT_name **}** with an initial hearing date of **{** MERGEFIELD TK_MAGCRT_ALL_TK_CRWNCRT_DT **}** at **{** MERGEFIELD TK_MAGCRT_ALL_TK_CRWNCRT_TM **}** when you need to attend. Please make sure you are at Court no later than 9.30 am.

You were released on bail which was **{** MERGEFIELD TK_BAIL_STATUS_TK_BAIL_STATUS **}**.

At the next hearing the Court will expect you to indicate what your plea is likely to be. You have already instructed us that [free text] OR Please come to the office for an appointment on **{** ASK appdate "Appointment Date" \d " " **}{** appdate **}** at **{** ASK apptime "Appointment Time?" \d " " **}{** apptime **}** am/pm to discuss this with us.

I have now passed your file to our Crown Court team. They will instruct an Advocate to represent you and you will be met by the Advocate when you attend Court.

I have made an application for legal aid on your behalf. If I need you to produce any documents to support that I will write to you separately.

I am enclosing copy of our Terms of Business. This contains information which I am obliged to send to you, and also some information about your obligations in respect of bail.

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I hope that all the above is clear but if you have any queries please do not hesitate to contact one of my colleagues in the Crown Court team at the office.

With best wishes

Yours Sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client Letter - Mags Court- NSST -

Bail

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Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_INITIALS_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**

Re: Crown Court: { MERGEFIELD TK_MAGCRT_ALL_TK_CRWN_CRT_name }
Next Date: { MERGEFIELD TK_MAGCRT_ALL_TK_CRWNCRT_DT } at { MERGEFIELD TK_MAGCRT_ALL_TK_CRWNCRT_TM }

I am writing to thank you for instructing us to represent you in relation to the charge of **{** MERGEFIELD MATTER_MATTER_DESCRIPTION **}** which you face and to confirm the outcome of your appearance in **{** MERGEFIELD TK_MAGCRT_INIT_TK_MAG_CRT_name **}** Court on **{** MERGEFIELD TK_MAGCRT_INIT_TK_MEG_CRT_DT **}**.

The charge you face can be dealt with in either the Crown Court or the Magistrates Court. However the Court felt that the case was too serious to be heard in the Magistrates Court and so the case was sent to the **{** MERGEFIELD TK_MAGCRT_ALL_TK_CRWN_CRT_name **}** with an initial hearing date of **{** MERGEFIELD TK_MAGCRT_ALL_TK_CRWNCRT_DT **}** at **{** MERGEFIELD TK_MAGCRT_ALL_TK_CRWNCRT_TM **}** when you need to attend. Please make sure you are at Court no later than 9.30 am.

You were released on bail which was **{** MERGEFIELD TK_BAIL_STATUS_TK_BAIL_STATUS **}**.

At the next hearing the Court will expect you to indicate what your plea is likely to be. You have already instructed us that [free text] OR Please come to the office for an appointment on **{** ASK appdate "Appointment Date?" \d " " **}{** appdate **}** at **{** ASK apptime "Appointment Time?" \d " " **}{** apptime **}** am/pm to discuss this with us.

I have now passed your file to our Crown Court team. They will instruct an Advocate to represent you and you will be met by the Advocate when you attend Court.

I have made an application for legal aid on your behalf. If I need you to produce any documents to support that I will write to you separately.

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I am enclosing copy of our Terms of Business. This contains information which I am obliged to send to you, and also some information about your obligations in respect of bail.

I hope that all the above is clear but if you have any queries please do not hesitate to contact one of my colleagues in the Crown Court team at the office.

With best wishes

Yours Sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client Letter - Mags Court Trial

Acquitted

PRACCTICE
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Suite 1, Falstaff House
Malvern
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T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_INITIALS_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**

Re: Magistrates Court: { MERGEFIELD TK_MAGCRT_INIT_TK_MAG_CRT_name }

I am writing to confirm what happened at **{** MERGEFIELD TK_MAGCRT_INIT_TK_MAG_CRT_name **}** Magistrates Court. A trial took place in relation to the charge of **{** IF **{** MERGEFIELD TK_OFFENCE_DET_TK_NO_OF_OFENCS **}** = 1 "**{** MERGEFIELD TK_OFFENCE_DET_TK_OFFENCE_1 **}**" "**{** IF **{** MERGEFIELD TK_OFFENCE_DET_TK_NO_OF_OFENCS **}** = 2 "**{** MERGEFIELD TK_OFFENCE_DET_TK_OFFENCE_2 **}**" "**{** IF **{** MERGEFIELD TK_OFFENCE_DET_TK_NO_OF_OFENCS **}** = 3 "**{** MERGEFIELD TK_OFFENCE_DET_TK_OFFENCE_3 **}**" "**{** IF **{** MERGEFIELD TK_OFFENCE_DET_TK_NO_OF_OFENCS **}** = 4 "**{** MERGEFIELD TK_OFFENCE_DET_TK_OFFENCE_4 **}**" "" **}**" **}**" **}** and I represented you.

I am delighted to confirm that you were found Not Guilty by the Court.

This means that you are no longer on bail for this matter, and you will hear no more about this.

If you have paid any legal aid contributions, they will be returned to you.

I am very pleased to have assisted in securing this result for you.

I trust that all the above is clear, but if you have any queries please feel free to ask.

Best Wishes

Yours Sincerely

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Malvern
WR14 1JJ
T: 0330 060 4940

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client Letter - Mags Court-GP-Adj

PSR-Bail

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Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

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{ MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_INITIALS_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**

Re: Magistrates Court: { MERGEFIELD TK_MAGCRT_INIT_TK_MAG_CRT_name }
Next Date: { MERGEFIELD TK_MAGCRT_G_TK_PSR_DT } at { MERGEFIELD TK_MAGCRT_G_TK_PSR_TM }

I am writing to thank you for instructing us to represent you in relation to the charge of **{** MERGEFIELD MATTER_MATTER_DESCRIPTION **}** which you faced and to confirm the outcome of your appearance in **{** MERGEFIELD TK_MAGCRT_INIT_TK_MAG_CRT_name **}** on **{** MERGEFIELD TK_MAGCRT_INIT_TK_MEG_CRT_DT **}**.

I spoke to you about the charge and the evidence I had seen. I advised you that [free text]. You instructed me that you would plead guilty to the charge and when the case was called into Court that is what you did. I then presented your mitigation to the Court.

The Court decided that it needed a Report from the Probation Service before it passed sentence upon you. Your case was therefore adjourned until **{** MERGEFIELD TK_MAGCRT_G_TK_PSR_DT **}** at **{** MERGEFIELD TK_MAGCRT_G_TK_PSR_TM **}** for that to be done. Please make sure you are at Court by 9.30 on that date.

You were released on bail which was **{** MERGEFIELD TK_BAIL_STATUS_TK_BAIL_STATUS **}**.

In the meantime you will be sent an appointment to see the Probation Service who will prepare a Report for the Judge who sentences you. This can make a big difference to the sentence you receive so it is important for you to cooperate with the Probation Service.
I have made an application for legal aid on your behalf. If I need you to produce any documents to support that I will write to you separately.

I am enclosing copy of our Terms of Business. This contains information which I am obliged to send to you.

I hope that all the above is clear but if you have any queries please do not hesitate to contact me or one of my colleagues.

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Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

With best wishes

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client Letter - Police Station -

Bailed

PRACCTICE
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Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_INITIALS_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**

Re: Police Station: { MERGEFIELD TK_POL_STN_INIT_TK_POL_STATION_name }
Next Date: { MERGEFIELD TK_POL_STN_ATT_TK_BAIL_DT } at { MERGEFIELD TK_POL_STN_ATT_TK_BAIL_TM }

I am writing to confirm the outcome of your attendance at **{** MERGEFIELD TK_POL_STN_INIT_TK_POL_STATION_name **}** on **{** MERGEFIELD TK_POL_STN_INIT_TK_ARREST_DT **}** when I represented you. You were being interviewed in connection with an allegation of **{** MERGEFIELD MATTER_MATTER_DESCRIPTION **}**.

I received a briefing from the police officer before the interview and I discussed that with you. You told me that [free text]. I advised you that [free text]. You decided that you would **{** MERGEFIELD TK_POL_STN_ATT_TK_INTVW_OUTCM **}**.

Following the interview, the police decided to release you on police bail whilst they continue their enquiries. You therefore have to return to **{** MERGEFIELD TK_POL_STN_INIT_TK_POL_STATION_name **}** on **{** MERGEFIELD TK_POL_STN_ATT_TK_BAIL_DT **}** at **{** MERGEFIELD TK_POL_STN_ATT_TK_BAIL_TM **}**.

You were released on **{** MERGEFIELD TK_BAIL_STATUS_TK_BAIL_STATUS **}**.

We will endeavour to make contact with the police officer shortly before that date to see if you are to be further interviewed or if a decision has been made whether or not to charge you. If you are to be interviewed again, either myself or a colleague will be present and you should not agree to speak to the police again without having had further advice from us.

If you hear from the police in the meantime, to cancel or change your bail date, please let us know as soon as you can.

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SOLICITORS

www.demoospreyapproach.com
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Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

I am enclosing copy of our Terms of Business. This contains information which I am obliged to send to you. The cost of your representation at the police station itself is covered by the police station legal aid scheme - our Terms of Business document has further details.

I hope that all the above is clear but if you have any queries please do not hesitate to contact me or one of my colleagues in the office.

With best wishes

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client Letter - Police Station -

Caution

PRACCTICE
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enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_INITIALS_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**

Re: { MERGEFIELD TK_POL_STN_INIT_TK_POL_STATION_name }

I am writing to confirm the outcome of your attendance at **{** MERGEFIELD TK_POL_STN_INIT_TK_POL_STATION_name **}** on **{** MERGEFIELD TK_POL_STN_INIT_TK_ARREST_DT **}** when I represented you. You were being interviewed in connection with an allegation of **{** MERGEFIELD MATTER_MATTER_DESCRIPTION **}**.

I received a briefing from the police officer before the interview and I discussed that with you. You told me that [free text]. I advised you that [free text]. You decided that you would **{** MERGEFIELD TK_POL_STN_ATT_TK_INTVW_OUTCM **}**.

Following your interview, the police decided that they intended to deal with the matter by administering a [caution/reprimand - **{** MERGEFIELD TK_POL_STN_OUT_TK_PS_OUTCOME **}**] which you agreed to. This is not a criminal conviction but does form part of your record.

I am enclosing copy of our Terms of Business. This contains information which I am obliged to send to you. The cost of your representation at the police station itself is covered by the police station legal aid scheme - our Terms of Business document has further details.

I hope that all the above is clear but if you have any queries please do not hesitate to contact me or one of my colleagues in the office. We are pleased to have assisted you in securing this outcome.

With best wishes

Yours sincerely

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Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client Letter - Police Station - NFA

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_INITIALS_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**

Re: Police Station: { MERGEFIELD TK_POL_STN_INIT_TK_POL_STATION_name }

I am writing to confirm the outcome of your attendance at **{** MERGEFIELD TK_POL_STN_INIT_TK_POL_STATION_name **}** on **{** MERGEFIELD TK_POL_STN_INIT_TK_ARREST_DT **}** when I represented you. You were being interviewed in connection with an allegation of **{** MERGEFIELD MATTER_MATTER_DESCRIPTION **}**.

I received a briefing from the police officer before the interview and I discussed that with you. You told me that [free text]. I advised you that [free text]. You decided that you would **{** MERGEFIELD TK_POL_STN_ATT_TK_INTVW_OUTCM **}**.

Following your interview, the police decided that they would take no further action in relation to the allegation and you were therefore released without charge. This is now an end to the matter and you should hear no more about it.

I am enclosing copy of our Terms of Business. This contains information which I am obliged to send to you. The cost of your representation at the police station itself is covered by the police station legal aid scheme - our Terms of Business document has further details.

I hope that all the above is clear but if you have any queries please do not hesitate to contact me or one of my colleagues in the office. We are pleased to have assisted you in securing this outcome.

With best wishes

Yours Sincerely

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{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client Letter - Police Station -

Other

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Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_INITIALS_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client Letter - Police Station -

Re-Bailed

PRACCTICE
SOLICITORS

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enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
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Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_INITIALS_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**

Re: { MERGEFIELD TK_POL_STN_INIT_TK_POL_STATION_name }
Next Date: { MERGEFIELD TK_POL_STN_ATT_TK_BAIL_EX_DT } at { MERGEFIELD TK_POL_STN_ATT_TK_BAIL_EX_TM }

As you know you were due to attend **{** MERGEFIELD TK_POL_STN_INIT_TK_POL_STATION_name **}** on the **{** MERGEFIELD TK_POL_STN_ATT_TK_BAIL_DT **}**. Having spoken to the police officer, I can confirm that your bail date has changed so that you are now under a duty to surrender on the **{** MERGEFIELD TK_POL_STN_ATT_TK_BAIL_EX_DT **}** at **{** MERGEFIELD TK_POL_STN_ATT_TK_BAIL_EX_TM **}**. As before, we will try to speak to police officer a few days before that date and if you are to be interviewed once more, either myself or a colleague will attend to represent and advise you.

I hope that all the above is clear but if you have any queries please do not hesitate to contact me or one of my colleagues in the office.

With best wishes

Yours Sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client Letter - Police Station -

Reported

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Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_INITIALS_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**

Re: Police Station: { MERGEFIELD TK_POL_STN_INIT_TK_POL_STATION_name }

I am writing to confirm the outcome of your attendance at **{** MERGEFIELD TK_POL_STN_INIT_TK_POL_STATION_name **}** on **{** MERGEFIELD TK_POL_STN_INIT_TK_ARREST_DT **}** when I represented you. You were being interviewed in connection with an allegation of **{** MERGEFIELD MATTER_MATTER_DESCRIPTION **}**.

I received a briefing from the police officer before the interview and I discussed that with you. You told me that [free text]. I advised you that [free text]. You decided that you would **{** MERGEFIELD TK_POL_STN_ATT_TK_INTVW_OUTCM **}**.

Following your interview, the police decided that they would consider whether or not you should face any charges. At this stage, you have been released without charge and do not have an obligation to attend at a Police Station on a future date. However, it is possible that you may in the near future receive a document requiring you to attend court to face charges. If you do receive such a document, please let us know as soon as possible as we will need to see you to discuss the case and if necessary apply for legal aid. You should also make a careful note of the court date and attend on the date required.

I am enclosing a copy of our Terms of Business. This contains information which I am obliged to send to you. The cost of your representation at the police station itself is covered by the police station legal aid scheme - our Terms of Business document has further details.

I hope that all the above is clear but if you have any queries please do not hesitate to contact me or one of my colleagues in the office. We are pleased to have assisted you.

With best wishes

Yours sincerely

PRACCTICE
SOLICITORS

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{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client Letter - Police Station

-Charge Bail

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Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_INITIALS_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**

Re: Police Station: { MERGEFIELD TK_POL_STN_INIT_TK_POL_STATION_name }
Next Date: { MERGEFIELD TK_MAGCRT_INIT_TK_MEG_CRT_DT } at { MERGEFIELD TK_MAGCRT_INIT_TK_MAG_CRT_TM }

I am writing to confirm the outcome of your attendance at **{** MERGEFIELD TK_POL_STN_INIT_TK_POL_STATION_name **}** on **{** MERGEFIELD TK_POL_STN_INIT_TK_ARREST_DT **}** when I represented you. You were being interviewed in connection with an allegation of **{** MERGEFIELD MATTER_MATTER_DESCRIPTION **}**.

I received a briefing from the police officer before the interview and I discussed that with you. You told me that [free text]. I advised you that [free text]. You decided that you would **{** MERGEFIELD TK_POL_STN_ATT_TK_INTVW_OUTCM **}**.

Following your interview, the police decided that they would charge you with the offence/s of **{** MERGEFIELD MATTER_MATTER_DESCRIPTION **}**.

You were given bail to attend **{** MERGEFIELD TK_MAGCRT_INIT_TK_MAG_CRT_name **}** on **{** MERGEFIELD TK_MAGCRT_INIT_TK_MEG_CRT_DT **}** at **{** MERGEFIELD TK_MAGCRT_INIT_TK_MAG_CRT_TM **}**. Please make sure you are at Court by 9:30 am. Your bail is **{** MERGEFIELD TK_BAIL_STATUS_TK_BAIL_STATUS **}**. It is important that you attend court on the date you have been given as otherwise the case may proceed in your absence, and a warrant may be issued for your arrest. [It is also important that you abide by any conditions of bail, since otherwise you may be arrested and held in custody until the end of the case.]

In the meantime, we would wish to make an application on your behalf for legal aid funding. [I have submitted the application which you signed in the police station/Please could you attend the office to sign a legal aid application form at the following date and time **].

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With best wishes

Yours Sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client Letter - SST-GP-CFS-

Custody

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Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_INITIALS_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**

Re: Crown Court: { MERGEFIELD TK_MAGCRT_ALL_TK_CRWN_CRT_name }
Next Date: { MERGEFIELD TK_MAGCRT_ALL_TK_CRWNCRT_DT }

I am writing to thank you for instructing us to represent you in relation to the charge of [13] which you faced and to confirm the outcome of your appearance in **{** MERGEFIELD TK_MAGCRT_INIT_TK_MAG_CRT_name **}** on **{** MERGEFIELD TK_MAGCRT_INIT_TK_MEG_CRT_DT **}**.

I spoke to you about the charge and the evidence I had seen. I advised you that [free text].

You instructed me that you would plead guilty to the charge and when the case was called into Court that is what you did. I then presented your mitigation to the Court.

The Court decided that you should be sentenced by the Crown Court as it was felt that your case was too serious to be sentenced in the Magistrates Court. You were therefore committed to the **{** MERGEFIELD TK_MAGCRT_ALL_TK_CRWN_CRT_name **}** for sentence. Your case will be heard in the Crown Court on **{** MERGEFIELD TK_MAGCRT_ALL_TK_CRWNCRT_DT **}**when you will be produced.

You were remanded in custody because **{** MERGEFIELD TK_BAIL_STATUS_TK_REFUS_BAIL **}**.

In the meantime you will be seen by the Probation Service who will prepare a Report for the Judge who sentences you. This can make a big difference to the sentence you receive so it is important for you to cooperate with the Probation Service.

I have now passed your file to our Crown Court team. They will instruct an Advocate to represent you and you will be met by the Advocate when you attend Court.
I have made an application for legal aid on your behalf. If I need you to produce any documents to support that I will write to you separately.

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I am enclosing copy of our Terms of Business. This contains information which I am obliged to send to you, and also some information about your obligations in respect of bail.

I hope that all the above is clear but if you have any queries please do not hesitate to contact one of my colleagues in the Crown Court team.

With best wishes

Yours Sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client Letter Released Under

Investigation

PRACCTICE
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Your Ref:

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{ MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_INITIALS_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**

Re: Your attendance at { MERGEFIELD TK_POL_STN_INIT_TK_POL_STATION_name } Police Station on { MERGEFIELD TK_POL_STN_INIT_TK_ARREST_DT }

I write to confirm that following your attendance on the above date, you were 'released under investigation'.

Released Under Investigation – What does this mean?
Your release from police custody is not subject to bail which means that at the present time there is no requirement to attend again at a police station. However, police enquiries are still ongoing and it is possible that you may in future be contacted by the police about this matter. In some instances, you may even be arrested.

If I am contacted, what should I do?
You should immediately contact us. If you are arrested and taken to a police station you should ask the custody sergeant to contact us so that we can attend and assist you.
Legal advice at the police station is always free, and there are no circumstances where you should agree to speak to the police without having spoken to us first. Having a solicitor assist you does not delay your case in any way, in fact in generally shortens the time you spend with the police.

How long will the investigation take?
Unfortunately, we are not able to answer this question as it is entirely in the hands of the police. We appreciate that this may worry you, and if you wish to speak to us at any time about your case please do not hesitate to get in touch.
[It is our policy to contact the police every 3 months to check on the progress of your case, but the police are not always forthcoming with helpful information.]

What happens when the investigation ends?

The police will either charge you with one of more offences, or alternatively write to you and formally notify you that the investigation has ended. Once again, in the event that there is any contact from the police, please notify us as soon as possible.

If you have any questions at all then please feel free to contact me.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client Ltr - Crown Court -GP -

PSR- Custody

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{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**

Re: Crown Court: { MERGEFIELD TK_MAGCRT_ALL_TK_CRWN_CRT_name }
Next Date: { MERGEFIELD TK_CRWNCRT_GP_TK_CRWN_PSR_DT } at { MERGEFIELD TK_CRWNCRT_GP_TK_CRWN_PSR_TM }

I am writing to confirm the outcome of your appearance **{** MERGEFIELD TK_MAGCRT_ALL_TK_CRWN_CRT_name **}** on **{** MERGEFIELD TK_MAGCRT_ALL_TK_CRWNCRT_DT **}**.

I spoke to you about the charge and the evidence in the case. I had advised you that [free text].

You instructed me that you would plead guilty to the charge and when the case was called into Court that is what you did. I then presented your mitigation to the Court.
The Court decided that it needed a Report from the Probation Service before it passed sentence upon you. Your case was therefore adjourned until **{** MERGEFIELD TK_CRWNCRT_GP_TK_CRWN_PSR_DT **}** at **{** MERGEFIELD TK_CRWNCRT_GP_TK_CRWN_PSR_TM **}**.
for that to be done.
You were remanded in custody because **{** MERGEFIELD TK_BAIL_STATUS_TK_REFUS_BAIL **}**.

In the meantime you will be seen by the Probation Service who will prepare a Report for the Judge who sentences you. This can make a big difference to the sentence you receive so it is important for you to cooperate with the Probation Service.

I hope that all the above is clear but if you have any queries please do not hesitate to contact me or one of my colleagues.

With best wishes

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client Ltr - Crown Court -GP-PSR -

Sentence

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Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

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{ MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_INITIALS_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**

Re: Crown Court: { MERGEFIELD TK_MAGCRT_ALL_TK_CRWN_CRT_name }

I am writing to confirm the outcome of your appearance in **{** MERGEFIELD TK_MAGCRT_ALL_TK_CRWN_CRT_name **}** Crown Court on **{** MERGEFIELD TK_CRWNCRT_GP_TK_CRWN_PSR_DT **}**.

You had pleaded guilty at an earlier hearing and the Judge had ordered that the Probation Service prepare a Pre-Sentence Report to assist him with sentencing. The Judge read the report which had been prepared and I then presented your mitigation to the Court.
The Judge sentenced you as follows; **{** MERGEFIELD TK_CRWNCRT_SEN_TK_CRNCRT_SENT **}**.

I am attaching a Sentence Information Sheet which I hope you find helpful.

I would regard the sentence as a reasonable one in the circumstances and could not advise that you have grounds to appeal. Nevertheless if you want to consider an appeal please let me know.

I hope that all the above is clear but if you have any queries please do not hesitate to contact me or one of my colleagues.

With best wishes

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client Ltr - Crown Court

-Initial-Appt-Bail

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Your Ref:

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{ MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_INITIALS_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**

Re: Crown Court: { MERGEFIELD TK_MAGCRT_ALL_TK_CRWN_CRT_name }
Crown Court Date: { MERGEFIELD TK_MAGCRT_ALL_TK_CRWNCRT_DT } at { MERGEFIELD TK_MAGCRT_ALL_TK_CRWNCRT_TM }

I am writing to tell you that your file has been passed to me as I am a member of the firm's Crown Court team. I will be undertaking the preparation in your case.

{ IF **{** MERGEFIELD TK_CRWNCRT_INIT_TK_CNSEL_CHBRS **}** = "HCA In House" " I am also a Higher Court Advocate so I will be representing you in Court." "**{** IF **{** MERGEFIELD TK_CRWNCRT_INIT_TK_CNSEL_CHBRS **}** = "Counsel" " I will be briefing a barrister to represent you in the Crown Court." "" **}**" **}**

Your first hearing in the Crown Court is on **{** MERGEFIELD TK_MAGCRT_ALL_TK_CRWNCRT_DT **}**. You will be expected to indicate what your plea is going to be on that date. Accordingly, I have made an appointment to see you at the office to discuss the case on **{** ASK appdate "Appointment Date?" \d " " **}{** appdate **}** at **{** ASK apptime "Appointment Time?" \d " " **}{** apptime **}**am/pm. I look forward to seeing you then. If the date is inconvenient please let me know so that I can rearrange.

If you have any queries please feel free to contact me.

Best Wishes

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client Ltr - Crown Court-NGP-Adj

Trial-Bail

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{ MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_INITIALS_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**

Re: Crown Court: { MERGEFIELD TK_MAGCRT_ALL_TK_CRWN_CRT_name }
Next Date: { MERGEFIELD TK_CRWNCRT_NGP_TK_CRNCRT_TR_DT }

I am writing to confirm the outcome of your appearance in **{** MERGEFIELD TK_MAGCRT_ALL_TK_CRWN_CRT_name **}** on **{** MERGEFIELD TK_MAGCRT_ALL_TK_CRWNCRT_DT **}**.

I spoke to you about the charge and the evidence in the case. I had advised you that [free text].

You instructed me that you would plead not guilty to the charge and when the case was called into Court that is what you did. The Court then dealt with issues of case management and your case was adjourned for trial. Your trial date was set for **{** MERGEFIELD TK_CRWNCRT_NGP_TK_CRNCRT_TR_DT **}**.

We will need to see you before then to discuss your case in greater detail. I will write to you again nearer the time to arrange an appointment.
You were released on bail which was **{** MERGEFIELD TK_BAIL_STATUS_TK_BAIL_STATUS **}**.

I hope that all the above is clear but if you have any queries please do not hesitate to contact me or one of my colleagues.

With best wishes

Yours sincerely

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{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client Ltr - Mags Court -

SST-GP-CFS-Bail

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Your Ref:

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{ MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_INITIALS_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**

Re: Crown Court: { MERGEFIELD TK_MAGCRT_ALL_TK_CRWN_CRT_name }

I am writing to thank you for instructing us to represent you in relation to the charge of **{** MERGEFIELD MATTER_MATTER_DESCRIPTION **}** which you faced and to confirm the outcome of your appearance in **{** MERGEFIELD TK_MAGCRT_INIT_TK_MAG_CRT_name **}** on **{** MERGEFIELD TK_MAGCRT_INIT_TK_MEG_CRT_DT **}**.

I spoke to you about the charge and the evidence I had seen. I advised you that [free text]. You instructed me that you would plead guilty to the charge and when the case was called into Court that is what you did. I then presented your mitigation to the Court.

The Court decided that you should be sentenced by the Crown Court as it was felt that your case was too serious to be sentenced in the Magistrates Court. You were therefore committed to the [81] Crown Court for sentence. Your case will be heard in the Crown Court on **{** MERGEFIELD TK_MAGCRT_G_TK_COMTAL_DT **}** at **{** MERGEFIELD TK_MAGCRT_G_TK_COMTAL_TM **}**. when you need to attend. Please make sure you are at Court no later than 9.30 am.

You were released on bail which was **{** MERGEFIELD TK_BAIL_STATUS_TK_BAIL_STATUS **}**.

In the meantime you will be sent an appointment to see the Probation Service who will prepare a Report for the Judge who sentences you. This can make a big difference to the sentence you receive so it is important for you to cooperate with the Probation Service.
I have now passed your file to our Crown Court team. They will instruct an Advocate to represent you and you will be met by the Advocate when you attend Court.

I have made an application for legal aid on your behalf. If I need you to produce any documents to support that I will write to you separately.

I am enclosing copy of our Terms of Business. This contains information which I am obliged to send to you, and also some information about your obligations in respect of bail.
I hope that all the above is clear but if you have any queries please do not hesitate to contact one of my colleagues in the Crown Court team.

With best wishes

Yours Sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client Ltr - Mags Court -Proof for

Approval

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{ MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_INITIALS_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**

Re: Magistrates Court: { MERGEFIELD TK_MAGCRT_INIT_TK_MAG_CRT_name }
New Date: { MERGEFIELD TK_MAGCRT_NGP_TK_MAG_TRL_DT }

I am writing following our recent meeting when we discussed your case.

I have prepared a written statement for you which sets out what you are saying about the case. I am enclosing a copy. Please could you read it through carefully; if you agree that it is correct, please sign each page at the foot and return it to me as soon as possible in the prepaid envelope provided.

If any small amendments are needed, please write these in pen and initial them.
If you think I need to add or amend anything which is important, please let me know and I will make the change and issue a new version.

This statement is not shown to anyone outside of your legal team, it is prepared so that we know what you are saying about the case.

As always, please contact me if you have any questions.

Best Wishes

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client Ltr - Mags Court-GP-Adj

PSR-Custody

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{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**

Re: Magistrates Court: { MERGEFIELD TK_MAGCRT_INIT_TK_MAG_CRT_name }
Next Date: { MERGEFIELD TK_MAGCRT_G_TK_PSR_DT } at { MERGEFIELD TK_MAGCRT_G_TK_PSR_TM }

I am writing to thank you for instructing us to represent you in relation to the charge of **{** MERGEFIELD MATTER_MATTER_DESCRIPTION **}** which you faced and to confirm the outcome of your appearance in **{** MERGEFIELD TK_MAGCRT_INIT_TK_MAG_CRT_name **}** on **{** MERGEFIELD TK_MAGCRT_INIT_TK_MEG_CRT_DT **}**.

I spoke to you about the charge and the evidence I had seen. I advised you that [free text]. You instructed me that you would plead guilty to the charge and when the case was called into Court that is what you did. I then presented your mitigation to the Court.
The Court decided that it needed a Report from the Probation Service before it passed sentence upon you. Your case was therefore adjourned until **{** MERGEFIELD TK_MAGCRT_G_TK_PSR_DT **}** at **{** MERGEFIELD TK_MAGCRT_G_TK_PSR_TM **}** for that to be done.
You were remanded in custody because **{** MERGEFIELD TK_BAIL_STATUS_TK_REFUS_BAIL **}**.

In the meantime you will be seen by the Probation Service who will prepare a Report for the Judge who sentences you. This can make a big difference to the sentence you receive so it is important for you to cooperate with the Probation Service.

I have made an application for legal aid on your behalf. If I need you to produce any documents to support that I will write to you separately.

I am enclosing copy of our Terms of Business. This contains information which I am obliged to send to you.

I hope that all the above is clear but if you have any queries please do not hesitate to contact me or one of my colleagues.

With best wishes

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client Ltr - Police Station -Charge

Custody

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_INITIALS_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**

Re: Police Station: { MERGEFIELD TK_POL_STN_INIT_TK_POL_STATION_name }
Magistrates Court: { MERGEFIELD TK_MAGCRT_INIT_TK_MAG_CRT_name } on { MERGEFIELD TK_MAGCRT_INIT_TK_MEG_CRT_DT }

I am writing to confirm the outcome of your attendance at **{** MERGEFIELD TK_POL_STN_INIT_TK_POL_STATION_name **}** Police Station on **{** MERGEFIELD TK_POL_STN_INIT_TK_ARREST_DT **}** when I represented you. You were being interviewed in connection with an allegation of **{** MERGEFIELD MATTER_MATTER_DESCRIPTION **}**.

I received a briefing from the police officer before the interview and I discussed that with you. You told me that [free text]. I advised you that [free text]. You decided that you would **{** MERGEFIELD TK_POL_STN_ATT_TK_INTVW_OUTCM **}**.

Following your interview, the police decided that they would charge you with the offence/s of **{** MERGEFIELD MATTER_MATTER_DESCRIPTION **}**. The police also decided that you should remain in custody and be produced to **{** MERGEFIELD TK_MAGCRT_INIT_TK_MAG_CRT_name **}** on the next day. A member of our Magistrates Court Team will have met you at court and will have written to you separately.

I am enclosing a copy of our Terms of Business. This contains information which I am obliged to send to you. The cost of your representation at the police station itself is covered by the police station legal aid scheme - our Terms of Business document has further details.

I hope that all the above is clear but if you have any queries please do not hesitate to contact me or one of my colleagues in the office.

With best wishes

Yours Sincerely

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{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Court Attendance Record Sheet

CLIENT NAME

Preparation and attendances:

Date	Fee earner	Prp.	Cl	Ors.	Trv./Mileage	Wtg.	Details (if listened to tape highlight running time)	

Court attendances:

Date	Fee earner	Cl	Ors.	Trv./Mileage	Wtg.	Hrg. (include finish time of hearing)	Result	

Disbursements:- Indictment numbers:-

CRM 14 Summary

Legal Aid CRM14 - Summary for Audit Purposes

Defendant Name **{** MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_FORENAME_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**	
Address **{** MERGEFIELD CLIENT_HOUSE **}** **{** MERGEFIELD CLIENT_AREA **}** **{** MERGEFIELD CLIENT_POSTAL_TOWN **}** **{** MERGEFIELD CLIENT_COUNTY **}** **{** MERGEFIELD CLIENT_POSTCODE **}**	A tenancy Temporary Parents Home Someone Else's - whose?
Date of Birth **{** MERGEFIELD TK_CLI_GENINFO_tkCL_DOB **}**	NINO **{** MERGEFIELD TK_CLI_GENINFO_TK_CLI_NI **}**
Under 18?	Adult charged jointly?
Marital Status	Single Widowed Divorced Separated, if so date? Married Co-habiting
Partner Details Victim/witness/conflict Co-D? Reason for non-signature of form?	Name Date of Birth NINO
In Receipt of Benefits?	**Self** **Partner** Income support IR- ESA JSA State Pension
Amounts & Frequency If over £12,475 (£230.90pw) Complete CRM15	Wage or salary Child Benefit Working/child tax credit Universal Credit Other Benefits Maintenance Private pension Any other income
If no income – how is Defendant supporting himself?	
Self-employed/partner/director/shareholder in private company	**Complete CRM 15**
Income Saving or Assets under Freezing Order?	**Yes/No**

Legal Aid CRM14 - Summary for Audit Purposes

Summary offence?	**Yes/No**
Any land or property in UK or abroad?	**Complete CRM 15**
Savings or investments UK or abroad?	
Any co-defendants?	Names, any conflict?
On bail for any other offence	Yes / No (delete) Court and Date?
Disability?	
Court ordered RIC?	
Mags or Crown?	
Are you employed?	
List Charges **Why should legal aid be granted? Summary.**	

Defendant Signature……..Date……

Instructions

R v { MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

{ MERGEFIELD TK_MAGCRT_ALL_TK_CRWN_CRT_name }

Instructions to Advocate

Documents Enclosed

1. Served prosecution case.
2. Note of clients instructions.
3. Legal Aid Representation Order.
4. Other

[Free text]

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME }

Mags Court File Form

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME } – Criminal Department – Magistrates Court

Surname: { MERGEFIELD LINKNAME_SURNAME_1 }	**Allocated Fee Earner: { MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
Forenames: { MERGEFIELD LINKNAME_FORENAME_1 }	**Supervisor:**
Address: { MERGEFIELD CLIENT_HOUSE }	**Telephone Numbers: { MERGEFIELD CALCULATION_PHONE }**
{ MERGEFIELD CLIENT_AREA }	
{ MERGEFIELD CLIENT_POSTAL_TOWN }	
{ MERGEFIELD CLIENT_POSTCODE }	
NINO: { MERGEFIELD TK_CLI_GENINFO_TK_CLI_NI }	**D.O.B: { MERGEFIELD TK_CLI_GENINFO_tkCL_DOB }**
Ethnicity:	**Disabilities:**
Self Employed/Employed/Benefit type:	

Separate Charges – Standard Fees

Lead UFN:
Matter Number: **{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Charges & Date:

CDS14 & CDS15:
Legal Aid Granted/Refused:
Billed / Case Category:
Conflict Check:

UFN:
Matter Number: **{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Charges & Date:

CDS14 & CDS15:
Legal Aid Granted/Refused:
Billed / Case Category:
Conflict Check:

UFN:
Matter Number: **{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Charges & Date:

CDS14 & CDS15:
Legal Aid Granted/Refused:
Billed / Case Category:
Conflict Check:

UFN:
Matter Number: **{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Charges & Date:

CDS14 & CDS15:
Legal Aid Granted/Refused:
Billed / Case Category:
Conflict Check:

Police Station File

POLICE STATION FILE

FILE NO	UFN:
SUPERVISOR **{** MERGEFIELD CALCULATION_EXECUTIVE_NAME **}**	DSCC REF:
FEE EARNER **{** MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION **}**	MATTER:
CLIENT	
TITLE: **{** MERGEFIELD LINKNAME_TITLE_1 **}** M/F	
SURNAME: **{** MERGEFIELD LINKNAME_SURNAME_1 **}**	DUTY/ EXISTING/ OTHER:
	N.I. NUMBER: **{** MERGEFIELD TK_CLI_GENINFO_TK_CLI_NI **}**
FORENAMES: **{** MERGEFIELD LINKNAME_FORENAME_1 **}**	
	TEL NO(S):
ADDRESS: **{** MERGEFIELD CLIENT_HOUSE **}** **{** MERGEFIELD CLIENT_AREA **}** **{** MERGEFIELD CLIENT_POSTAL_TOWN **}** **{** MERGEFIELD CLIENT_COUNTY **}**	
	DOB: **{** MERGEFIELD TK_CLI_GENINFO_tkCL_DOB **}**
POSTCODE: **{** MERGEFIELD CLIENT_POSTCODE **}**	OCCUPATION:
LEGAL AID	DISABILITY:

FORMS	DATE	SIGN
CDS1		
CDS2		
CDS3		
CDS4		
POLICE STATION CDS 11 DOSSIER		

	ETHNICITY:
	DATE INITIAL LETTER SENT:
	LINKED FILES
	1.
CONFLICT CHECK NAME: DATE: BY:	2.
	3.
AGENT USED: YES/NO AGENTS NAME	4.

DISBURSEMENTS / LIABILITIES

DATE	DETAILS	PRIOR AUTHORITY	POL/ MAGS	MILES	PARKING	F/E INITIALS	CLAIMED

ADVICE AT: POLICE STATION **{** MERGEFIELD TK_POL_STN_INIT_TK_POL_STATION_name **}** DATE OF ARREST: **{** MERGEFIELD TK_POL_STN_INIT_TK_ARREST_DT **}**			
CUSTODY RECORD NO.	**{** MERGEFIELD TK_POL_STN_INIT_TK_CR_NO **}**	RECORD SEEN YES/NO	
TIMES		**NOTES**	
ARREST	**{** MERGEFIELD TK_POL_STN_INIT_TK_ARREST_TM **}**	OFFICER DEALING	
ARRIVAL	**{** MERGEFIELD TK_POL_STN_INIT_TK_ARRIVAL_TM **}**	TAPE NUMBER(S)	
DETENTION AUTHORISED	**{** MERGEFIELD TK_POL_STN_INIT_TK_TM_DETAUTH **}**	SPOKE TO CLIENT	**{** MERGEFIELD TK_POL_STN_INIT_TK_SPK_TOCLI **}**
FIRST CALL FROM DSCC		IF NOT, WHY NOT?	
FIRST CALL TO CUSTODY			
TIME POLICE REQUEST OUR ARRIVAL			

VISITS TO POLICE STATION	DATE	DATE	DATE	DATE	DATE
FEE EARNER					
ARRIVE					
DEPART					
TRAVEL					
WAITING					
ATTENDANCE					
ADVICE CALL					

ANY POTENTIAL RELEVANT PROPERTY NOTED?	YES	NO
SEARCHES CONDUCTED OR AUTHORISED?	YES	NO
ANY PROCEDURES YET TO BE UNDERTAKEN? (SAMPLES, PRIOR INTEVIEWS/IDENTIFICATION?)	YES	NO
ANY MEDICAL ISSUES?	YES	NO
IS AN APPROPRIATE ADULT REQUIRED? IF SO WHAT IS POSITION?	YES	NO

IF THE ANSWER IS YES TO ANY OF THE ABOVE PLEASE SUPPLY DETAILS BELOW:

RESULT OF DETENTION

NFA		CAUTION		REPORT/SUMMONS	
47(3)		CHARGE/BAIL		CHARGE/CUSTODY	

DETAILS/ ACTION REQUIRED

Pre-Court Client Letter

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{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**

Re: { MERGEFIELD TK_MAGCRT_INIT_TK_MAG_CRT_name } on { MERGEFIELD TK_MAGCRT_INIT_TK_MEG_CRT_DT } at { MERGEFIELD TK_MAGCRT_INIT_TK_MAG_CRT_TM }

Thank you for instructing us to represent you in your forthcoming appearance before **{** MERGEFIELD TK_MAGCRT_INIT_TK_MAG_CRT_name **}** as above.

We will write to the Crown Prosecution Service shortly before the court date to request disclosure of the evidence in the case so that we are fully prepared for the hearing. If there is the opportunity, we will speak to you in advance about it.

We have applied for a legal aid Representation Order and we do not anticipate any difficulties with this being granted: if this situation changes we will contact you.

Please make sure you are at court on the day of your appearance by 9:30 AM so that our representative can meet with you before the case is called.

I enclose a copy of our leaflet entitled “terms of engagement” which contains information I am obliged to send to you.

I hope that all the above is clear but if you have any queries please do contact a member of the Magistrates Court team.

With best wishes

Yours sincerely

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{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Sentence Factsheet

Sentence Information Sheet

Community Order

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME } SENTENCE INFORMATION SHEET

This is one of a series of basic factual information sheets relating to the main sentences imposed by the courts. It is not specific to the precise details of your sentence, and any further information that you need will be contained in our letter.

COMMUNITY ORDER

The court has made a "community order" in your case and the detail of precisely what is in that order will be in our letter to you. It is likely that one or more of the requirements mentioned below will be in your order, but probably not all of them!

The order will be for a period of time, most commonly 12 or 24 months – it can be as long as 36 months. It will contain "requirements" that you must comply with, the most common being:

- Rehabilitation and Activity
- Programmes
- Drug or Alcohol Treatment
- Unpaid Work
- Curfew electronically monitored – "tagging"

The order remains in place until it expires even if you have completed the particular requirement. If you commit a further offence during the period of your order, you are at risk of being resentenced for the original offence or offences that it was made for, particularly if you have not completed the requirements within the order. The existence of the order is also an aggravating factor that can make any future sentence for a further offence more serious for you.

Most of the common requirements will mean that you need to attend appointments and comply properly with what is required of you during those appointments. If you breach the order by not attending, by being late, or by not behaving properly during your attendance then you will usually receive one warning before you are taken back to court. A serious breach such as using violence may well not result in any warning.

If you are taken back to court for "breach proceedings" the outcome can be either that the order is revoked and resentenced, which could involve being sent to prison, or at least the order would be made more difficult for you by the adding of further requirements. You can also be fined for a breach.

Rehabilitation and Activity Requirement

This will be described as up to a number of "days". Please note that the number of days relates to the specified activities that your supervising officer may require you to attend. That number of days does not limit the number of ordinary supervision appointments that you might have to attend with your probation officer – your obligation to attend supervision appointments lasts until the end of the order. And you must keep in touch with your supervising officer and notify any change of address to them.

Programmes and Drug or Alcohol Treatment

These types of order are most likely to require you to attend group sessions and also (for drug or alcohol treatment) regular testing. As stated above, these orders would be breached by failing to attend or failing to participate properly and can also by failing to attend tests.

Unpaid Work

This will involve a number of hours up to 300 maximum, but most orders are lower than this. Work takes place generally for about 6 or 7 hours per day, but arrangements can vary. This would be breached by failing to attend, attending late, misbehaving or not working properly.

All orders can also be breached by attending intoxicated or in possession of alcohol or drugs – the full rules of behaviour should be made clear to you by your supervising officer at the outset.

Curfew

A curfew breach would happen if you leave the address outside of the curfew hours - unless for a provable emergency. If you genuinely had to attend hospital or leave the address for some other genuine emergency you may not be in breach, but you would need to be able to provide some evidence of what happened after the event.

In some cases it is possible to calibrate curfew equipment to enable limited access to a garden but you would need to discuss this carefully with the person attending to fit the equipment. It is possible to change address but an application must be made to the court before doing so.

Tampering with or damaging the equipment would also amount to a breach and may also be a new offence of criminal damage to the equipment.

Breach Proceedings

We hope that you will complete your order without breach, but if you are told that you are going to be required to go back to court then we strongly recommend that you contact **{** MERGEFIELD PRACTICEINFO_PRACTICE_NAME **}** as quickly as possible to arrange for representation and the making of an application for legal aid.

Note that if breach proceedings take place, you may be ordered to pay prosecution costs.

Sentence Information Sheet Fines

Money

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME } SENTENCE INFORMATION SHEET

This is one of a series of basic factual information sheets relating to the main sentences imposed by the courts. It is not specific to the precise details of your sentence, and any further information that you need will be contained in our letter.

FINES AND OTHER ORDERS TO PAY MONEY

When you are ordered to pay money by the court, it is likely to be one of the following:

- A Fine
- Compensation
- "Surcharge"
- Prosecution Costs

To you, what matters is the total amount imposed, since all of these payments are made to the Court and they divide up the money administratively and they send it to whoever is meant to receive it.

The court should have set payment terms (usually so much per week or month; or perhaps to pay all the money by a certain date) and the payment will be collected by the Magistrates' Court. This is the same even if the payment was ordered in a Crown Court case – it is always the Magistrates' Court which receives the payments.

They have many ways of accepting payments and it is important to contact the Court to find out what is most convenient for you. This can include direct debit, payment cards or deductions from benefit etc.

If you do not make payments, enforcement can include eventually imposing a prison sentence for non-payment or seizing your vehicle or sending the bailiffs to your home address to seize other personal property. The Court can also contact your employer to deduct money from wages. There are some other options as well, but those are the most common.

It is very likely that an unpaid debt will be sent out to bailiffs. If they turn up, not only can it cause huge distress and anxiety (especially where other members of family live at your address) but also they add on fees and charges which can increase the bill by several hundreds of pounds – perhaps doubling (or even more) the original amount.

It is therefore vital that you contact the fines office at the Magistrates' Court and ensure that you set up your arrangement to pay. If you do nothing, they may not contact you but the fine or other charges will not have been forgotten. You may just find that the bailiffs turn up at your door after a few weeks.

If you discover that you cannot keep up with the payments (for example if your income changes) then again you must always contact the fines office at the Magistrates' Court. They will normally be able to discuss making changes with you and if all else fails, you can ask to have the matter further heard in Court. Again, if you just leave it then the outcome can be very serious in the same way as mentioned above. All of the serious enforcement powers remain the same, even if you started paying the money to begin with.

What are these different orders?

A fine – simply a punishment for the offence itself.

Compensation – a payment to compensate another person for loss, damage or injury.

Prosecution costs – this is a payment of a contribution towards the public cost of your case having been taken to court. It is nothing to do with your own legal fees or any legal aid that you may have for your defence. It is a payment that ends up going to the budget of the Crown Prosecution Service or any other prosecuting authority.

Surcharge – the precise amount depends on the actual sentence imposed but it is usually between £30 and £130. It applies to people even when sent to prison and will be enforced upon release. It was originally supposed to pay for victim support services, but in reality it is now a form of government tax or levy on all sentences imposed by the Courts to raise more money for public finances.

Sentence Information Sheet Prison

or YOI

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME } SENTENCE INFORMATION SHEET

This is one of a series of basic factual information sheets relating to the main sentences imposed by the courts. It is not specific to the precise details of your sentence, and any further information that you need will be contained in our letter.

PRISON SENTENCE OR YOUNG OFFENDER INSTITUTION

Young offender institution (YOI) is a custodial sentence for people under the age of 21. Whether your sentence is prison or YOI the position is much the same. This sheet does not cover life sentences or extended sentences for "dangerous offenders". Such sentences have special rules and we would write to you about that in detail separately.

LENGTH

You will serve one half of your sentence in custody and one half then released on "licence supervision".

LICENCE

You will be on licence during the second half. When on licence there are a number of rules about your behaviour, keeping appointments with your supervisor and other matters such as where you must live. There may be further requirements about where you are prohibited from going, and who you are prohibited from contacting. If you breach your licence by committing further offences, or by behaving badly (even if not charged with a new offence) or by not complying with appointments and specific requirements, then you may well be recalled to prison.

RECALL

If you are recalled we recommend that you contact **{** MERGEFIELD PRACTICEINFO_PRACTICE_NAME **}** for further advice. **** in this office is the person to contact. Recall might be for a fixed term (28 days) or it might be to the end of sentence, so it is important to consider taking more advice.

POST SENTENCE SUPERVISION ("PSS")

If your sentence is two years or more, then you will be in prison for one half of it and on licence for the second half as mentioned above. However, if your sentence is for less than two years every person will still be supervised for 12 months after release. Once your licence has expired, you will be subject to an additional period of PSS until you have reached overall a 12 month total of supervision. If you breach this additional supervision, you can be sent to prison for up to 14 days and other punishments and orders can be made including unpaid work and curfew and fines.

HOW LICENCE AND PSS WORK FOR SENTENCES UNDER TWO YEARS

Example: sentence imposed 16 months. Time in prison is 8 months. Time on licence and subject to recall, also 8 months. But because total supervision must be for 12 months then an additional 4 months is by way of PSS.

Example: if your sentence is quite short, say 2 months – you would be in prison for 1 month, on licence for 1 month but then subject to post sentence supervision for 11 months to make up the total of 12 months.

RELEASE ON HOME DETENTION CURFEW (HDC)

This is not an automatic right. It only applies to sentences over 3 months and not exceeding 4 years. If your sentence is more than 3 months but not more than 4 years then you might get released early on HDC, but it will not apply to sexual offences and may well not apply to certain violent offences. If you are considered for release on HDC, everyone must serve at least 25% of their sentence and the maximum period on HDC is 135 days. It will also require that you have a suitable stable address at which to be "tagged" under an electronically monitored curfew. You are recommended to find out where you stand once serving your sentence and if you have concerns that it is not being offered to you, or think that you are being unfairly treated, we suggest that you contact **** at this office to see if it possible to obtain any further advice.

HOW HDC MAY WORK

Example: sentence is 12 months. Must serve 25% = 3 months. Could be on HDC after that for a period of 3 months - to the half way point of the sentence.

Example: sentence is 36 months (3 years). Must serve 25% = 9 months, but HDC is only available for maximum of 135 days. 135 days is approximately four and a half months. Must therefore serve at least thirteen and a half months before possibly being released on HDC for the last period of four and a half months – adding up together to half of the sentence.

BEHAVIOUR IN PRISON

Please be aware that it is possible to serve additional days or weeks in prison, extending the period that you end up in custody, if you break prison rules. Please also remember that breaking prison rules can be a separate criminal offence that may result in another court appearance, such as if in possession of a mobile phone or drugs or if involved in violence. You may have to appear in front of the Governor for some matters or even in front of a visiting District Judge. If this happens to you, we recommend that you contact **** to see if it is possible to be represented or at least to receive further advice.

Sentence Information Sheet

Suspend Sentence

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME } SENTENCE INFORMATION SHEET

This is one of a series of basic factual information sheets relating to the main sentences imposed by the courts. It is not specific to the precise details of your sentence, and any further information that you need will be contained in our letter.

SUSPENDED SENTENCE ORDER

A suspended sentence can sometimes be imposed on its own, with no added requirements. However, it is likely that one or more of the requirements mentioned below will be in your order, but probably not all of them! The order will be for a period of time, most commonly 12 or 24 months. The term of imprisonment that has been suspended will be confirmed in our closing letter to you.

Breach by committing another offence

For the whole period of your suspended sentence, if you commit any further offence it is highly likely that the suspended sentence will be activated in addition to an extra period in custody for the new offence. Please contact **{** MERGEFIELD PRACTICEINFO_PRACTICE_NAME **}** for advice and representation. Not all sentences are activated - your case would need careful preparation.

Most orders contain "community requirements"

It is highly likely that your order contains "requirements" that you must comply with, the most common being:

- Rehabilitation and Activity
- Programmes
- Drug or Alcohol Treatment
- Unpaid Work
- Curfew electronically monitored – "tagging"

Most of the common requirements will mean that you need to attend appointments and comply properly with what is required of you during those appointments. If you breach the order by not attending, by being late, or by not behaving properly during your attendance then you will usually receive one warning before you are taken back to court. A serious breach such as using violence may well not result in any warning. Breaching a suspended sentence means that it is likely to be activated either fully or in part. If not activated, then the order would normally be made more difficult for you by the adding of further requirements. You can also be fined for a breach.

Rehabilitation and Activity Requirement

This will be expressed as up to a number of "days". Please note that the number of days relates to the specified activities that your supervising officer may require you to attend. That number of days does not limit the number of ordinary supervision appointments that you might have to attend with your probation officer – your obligation to attend supervision appointments lasts until the end of the order.

Programmes and Drug or Alcohol Treatment

These types of order are most likely to require you to attend group sessions and also (for drug or alcohol treatment) regular testing. As stated above, these would be breached by failing to attend or failing to participate properly and would also be breached by failing to attend tests.

Unpaid Work

This will involve a number of hours up to 300 maximum, but most orders are lower than this. Work takes place generally for about 6 or 7 hours per day, but arrangements can vary. This would be breached by failing to attend, attending late, misbehaving or not working properly.

All orders can also be breached by attending intoxicated or in possession of alcohol or drugs – the full rules of behaviour should be made clear to you by your supervising officer at the outset.

Curfew

A curfew breach would happen if you leave the address outside of the curfew hours - unless for a provable emergency. If you genuinely had to attend hospital or leave the address for some other genuine emergency you may not be in breach, but you would need to be able to provide some evidence of what happened after the event.

In some cases it is possible to calibrate curfew equipment to enable limited access to a garden but you would need to discuss this carefully with the person attending to fit the equipment. It is possible to change address but an application must be made to the court before doing so.

Tampering with or damaging the equipment would also amount to a breach and may also be a new offence of criminal damage to the equipment.

Breach Proceedings

We hope that you will complete your order without breach, but if you are told that you are going to be required to go back to court then we strongly recommend that you contact **{** MERGEFIELD PRACTICEINFO_PRACTICE_NAME **}** as quickly as possible to arrange for representation and the making of an application for Legal Aid.

Note that if breach proceedings take place, you may be ordered to pay prosecution costs.

Sentence Information Sheet

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME }SENTENCE INFORMATION SHEET

This is one of a series of basic factual information sheets relating to the main sentences imposed by the courts. It is not specific to the precise details of your sentence, and any further information that you need will be contained in our letter.

CONDITIONAL DISCHARGE

You have been given a conditional discharge for the period of time that was stated in court and confirmed in our letter after your hearing. The period of the discharge runs from the day that you were sentenced in court until it expires.

A conditional discharge means that the court has "discharged" you – this means that they have sent you away and they have asked you to commit no further offences.

If the period of your discharge passes with no further offences committed then it will expire, although it will remain on your list of convictions. The fact that a previous offence has been committed can be an aggravating factor if you are sentenced in the future, even if the discharge has expired.

If you do commit a further offence during the period of the conditional discharge then the offence for which you have received the discharge can be considered again by the court and re-sentenced alongside any new offence – this means that the conditional discharge could be revoked and the court may impose a completely new sentence. In some cases this could even include the risk of a prison sentence, although the actual sentence would depend upon the seriousness of the offence for which the conditional discharge was imposed.

Terms of Business

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME }

TERMS OF ENGAGEMENT

1. Introduction

This document sets out the terms on which we accept instructions and charge for our services. It also contains essential information regarding the conduct and funding of your legal representation. Our aim is to provide you with quality legal services in accordance with your instructions in a professional and cost effective manner and in a close working relationship with you.

2. Person Responsible for your work

Your matter will be handled by a member of the firm under the supervision of a Partner or other qualified Supervisor.

We use a team approach so that you may deal with a Paralegal in addition to a Solicitor at times. Everyone who deals with you will be fully competent to carry out that piece of work. A list of fee earners and their status appears at the end of this document.

We always strive to ensure that we provide a quality service to our clients but in the event that you should have any query or complaint regarding our services or about any bill we send to you, you should initially try to raise this with the fee earner who is dealing with your case.

If your query or complaint is regarding the fee earner then you should raise it with ****, who is a Partner in the firm. If the complaint concerns him, or he is unavailable, then it should be raised with ****. This may be done orally, in writing or via email. We will endeavour in all cases to resolve such matters speedily and to your satisfaction. The firm has a written complaints procedure that we will provide you with if requested.

If we are unable to resolve the problem between us then you can contact the Legal Ombudsman who accepts complaints within certain time scales. The time limits for acceptance by the Legal Ombudsman are (i) six years from the date of the act/omission about which you are complaining occurring or (ii) three years from when you should have known about the complaint.

In addition the Legal Ombudsman will not accept complaints where the act or date of awareness is before 6th October 2010. Normally any complaint to the Legal Ombudsman would need to be brought within six months of receiving a final written response from us under the firm's complaints procedure regarding your complaint.

There are some exceptions to the right to refer a case to the Legal Ombudsman, eg most businesses, charities/clubs with an income of over £1m, charities with asset value over £1m.

3. Confidentiality

Information passed to us is kept confidential and will not be disclosed to third parties, except as authorised by you or required by law. If on your authority we are working in conjunction with other professional advisors, for example expert witnesses or barristers, we will assume that we may disclose any relevant aspect of your affairs to them.

Likewise we will assume that we have your consent to disclose your file for any audit purpose whether with our accountants, the Legal Aid Agency or our professional regulators. Please inform us if you object to disclosure in respect of any or all of these purposes.

4. Fees

Our fees are charged on the basis of the time spent on your case, although there may be other factors. If you have been granted Legal Aid then your fees will be paid by the Legal Aid Agency [LAA] at the applicable Legal Aid Rate – though see the section on costs information below.

A Private Funding

Our rates are based on those set out by the Guide to the Summary Assessment of Costs from the Supreme Court Costs Office. We will not charge additionally for "care and conduct".

The current rates, unless otherwise agreed, are:

Partner or Senior Solicitor £*** per hour.
Assistant Solicitor or Senior Legal Executive £*** per hour.
Legal Executive or Accredited Legal Representative £*** per hour.
Trainee Solicitor or Paralegal £*** per hour.

Routine telephone calls, letters and e-mails are charged at one tenth of the applicable hourly rate per item. Travel and waiting are charged at the fee earners relevant hourly rate as above. Mileage will be charged at 45p per mile.

We would always seek to provide you with an estimate of our costs in advance, and seek to agree what our costs should be. In the event that we cannot resolve any issue with a bill we render by agreement, you have the right to apply for assessment of the bill under Part III Solicitors Act 1974.

We will account to you for interest on money we hold for you for longer than 5 days, at the base lending rate of our bankers at the time but only if the total amount of interest exceeds £20. Likewise interest will be payable on any bill not settled within 30 days.

Please note that you are responsible for our costs incurred for advising and representing you in connection with any criminal proceedings.

Regulation 6(2) of the Costs in Criminal Cases (General) Regulations (as amended) has the effect that, in the event of an acquittal, discontinuance or discharge of proceedings, a private paying Defendant may only be granted a Defendants' Costs Order permitting reimbursement of some legal costs from central funds in very limited circumstances. Reimbursement of all costs is unlikely.

Rules for Defendants' Costs Orders for all cases commencing after 1st October 2012 are contained in section 16 of the Prosecution of Offences Act, as amended by Schedule 7 of the Legal Aid, Sentencing and Punishment of Offences Act 2012.

In simple terms, this legislation provides that clients who are ineligible for legal aid in the Magistrates' Court due to either the means or the interests of justice tests will be entitled to recover their costs under a Defendant's Costs Order if they are acquitted, but that the amount will be limited to legal aid rates, which are approximately 25% of current private client rates.

It will be entirely within our discretion to decide whether or not to enforce full payment of our bill of costs from you, in the event that some or all of our costs are unrecovered following the granting of a Defendants' Costs Order.

In respect of Crown Court proceedings commenced on or after the 1 October 2012, a Defendant will not be entitled to recover their legal costs expended in successfully defending those proceedings if they are represented privately, unless that Defendant has applied for Legal Aid and been refused; if that is the case, a successful defendant may apply for a Defendant's Costs Order and, if granted, may recover his or her costs up to the level of the legal aid costs which would have been paid had the Defendant been eligible.

B Legal Aid Funding

(i) Advice and Assistance

You are entitled to free legal advice and assistance while at the Police Station. If you subsequently require us to undertake further preparatory work on your behalf then you will have to instruct us to act on a privately paid basis.

Advice and Assistance does not cover representing you in Court if you are charged. If the matter should proceed to Court, we will apply for legal aid on your behalf. If you are not eligible for legal aid I am happy to discuss my rates for representing you on a private basis.

If you are financially eligible, we may be able to provide you with free Legal Aid Advice and Assistance in connection with your case prior to charge. This could include representing you in connection with interviews in relation to Benefit Fraud allegations.

Appeals and Criminal Cases Review Commission cases can attract Legal Aid Advice and Assistance Funding. It is also possible to apply for the initial limit to be extended in these matters, but the extension is not an automatic one. If we use up the time allowance and cannot incur further time, we may regrettably have to advise you that we are unable to undertake further legally aided work for you in respect of that matter.

Advice and Assistance is also available in Prison Law cases where the type of case is covered by the Prison Law Contract we have with the LAA.

(ii) Representation Order [Legal Aid] for Court Proceedings

We will apply for Legal Aid to cover your case in the Magistrates' Court, and have asked you to complete the application forms. The decision to award Legal Aid is made on the basis of both the details of your case (called the Interests of Justice Test) and the financial information you provide (called the Means Test). It is therefore very important that you complete the forms accurately and (where necessary) send evidence to support the information you provide. If you do not tell the truth on your legal aid application about your income, assets and expenditure you could be prosecuted.

If you are under 18 or on certain benefits you do not need to pay for the work we do for you in the Magistrates' Court. These benefits are Income Support, Income-Based Job Seeker's Allowance, Universal Credit, Guaranteed State Pension Credit and Income-related Employment and Support Allowance. You need to provide your National Insurance Number so that the benefit can be checked.

In all other circumstances your finances will be assessed to decide whether you are eligible for Legal Aid. Your annual household income and family circumstances will be taken into account and then:

• If your annual household income is £12,475 or less you get free Legal Aid
• If it is £22,325 or more you are not eligible for Legal Aid

The assessment of your income makes an allowance for a partner or any children that you have living with you so it is important that you include details of these on the form.

If your annual household income is more than £12,475 but less than £22,325 then the Legal Aid Agency will look at your disposable income. This is the money you're left with after you've paid your main bills. A standard amount is allowed for some bills such as gas, electricity and insurance, and there is an allowance for a partner and/or any children.

If you're left with:

• £3,398 or less a year (£283.17 or less a month) you get free Legal Aid
• More than £3,398 a year (£283.17 a month) you are not eligible to receive Legal Aid

If you don't think you can afford to pay privately, or you think that a mistake has been made, you can ask for a review of your Legal Aid assessment.

If your case is heard in the Crown Court your financial situation will be assessed with one of the following outcomes:

• You don't have to pay for the work that we do for you because you have been awarded Legal Aid to cover all your costs
• You have to pay a contribution towards our costs because you can afford to pay from your income, capital or both
• You have to pay privately for all the work that we do for you.

You will be asked to provide evidence of your income and assets.

If you do not provide this evidence, your payments could be increased. If you do not tell the truth on your legal aid application about your income, assets and expenditure you could be prosecuted.

You will not have to pay towards the costs of your case if you are under 18 when you make your application or if you receive any of the following benefits: Income Support, Income-Based Job Seeker's Allowance, Universal Credit, Guaranteed State Pension Credit and Income-related Employment and Support Allowance.

If your annual household disposable income is £37,500 or more (the money you're left with after you've paid your main bills, and taking into account your family circumstances, such as a partner and/or any children) then you will not be eligible for Legal Aid and you will have to pay privately for any work that we do for you.

You will have to pay a contribution towards the costs if your annual disposable income is above £3,398. A standard amount is allowed for some bills such as gas, electricity and insurance, and there is an allowance for a partner and/or any children.

Where you are required to pay towards your legal costs, you will receive a Contribution Order from the court giving details of how much you must pay, and how to make the

payments. The first payment will be due within 28 days of your case being committed, sent or transferred for trial.

The payments will be collected by a private company on behalf of the Legal Aid Agency, and they will also write to you. You must tell the court about any changes to your financial circumstances during your case because a change may affect the amount you have to pay towards your defence costs.

If you don't think you can afford to pay, or you think that a mistake has been made, you can ask for a review of the amount the court has told you to pay.

At the end of the case, if you are found not guilty, any payments you have made will be refunded with interest. If you paid late or not at all and action was taken against you, the costs of this action will be deducted from the refund.

If you are found guilty, you may also have to pay towards your defence costs from any capital assets you may have. This would only apply if:

• You have £30,000 or more of assets, for example: savings, equity in property, shares or Premium
Bonds; and
• Any payments you have already made have not covered your total defence costs.
You will be told at the end of your case if you have to make a payment from capital. The Collection and Enforcement Agency for the Legal Aid Agency will notify you of the amount you owe once your legal costs have been finalised.

5. Prosecution Costs and Victim Surcharge.

In the event of a conviction you may be ordered to pay a contribution towards the Prosecution costs incurred in bringing the case to Court.

If convicted and sentenced you may also be required to pay a Victim Surcharge which will vary according to the nature of the sentence that you receive.

6. Finishing the case:

Once instructed we will normally continue to act for you in the matter until your instructions have been fulfilled.

On completion of a matter and payment of our fees we will return to you at your request any documents provided to us for the purposes of that matter and any other papers to which you are entitled.

We will keep all files for a minimum period of six years. We cannot undertake to retain the files for any specific period of time. Should a file be required from storage, we will charge a fee for this service.

7. General

Our relationship with you will be governed by English Law and will be subject to the exclusive jurisdiction of the English Courts. We are authorised and regulated by the Solicitors Regulatory Authority.

Witness 1 - CC - Statement for

Approval

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{ MERGEFIELD TK_WIT_1AND2_DT_TK_WIT1_ADD **}**

Dear **{** MERGEFIELD TK_WIT_1AND2_DT_TK_WIT1_TTL **} {** MERGEFIELD TK_WIT_1AND2_DT_TK_WIT1_SRNM **}**,

Re: { MERGEFIELD TK_MAGCRT_ALL_TK_CRWN_CRT_name }

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I have prepared a written statement for you which sets out what you told me. I am enclosing a copy. Please could you read it through carefully; if you agree that it is correct, please sign each page at the foot and return it to me as soon as possible in the prepaid envelope provided.

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If you think I need to add or amend anything which is important, please let me know and I will make the change and issue a new version.

Please contact me if you have any questions.

Best Wishes

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
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Witness 1 - MC - Statement for

Approval

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Witness 1 Letter - Preparation -

Mags Court

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We hope you will be able to help and look forward to hearing from you.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Witness 1 Letter -

Preparation-Crown Court

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Yours faithfully

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Witness 2 - CC - Statement for

Approval

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Witness 2 - MC - Statement for

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Witness 2 Letter - Preparation -

Mags Court

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{ MERGEFIELD TK_WIT_1AND2_DT_TK_WIT2_TTL } { MERGEFIELD TK_WIT_1AND2_DT_TK_WIT2_FRNM } { MERGEFIELD TK_WIT_1AND2_DT_TK_WIT2_SRNM }
{ MERGEFIELD TK_WIT_1AND2_DT_TK_WIT2_ADD }

Dear { MERGEFIELD TK_WIT_1AND2_DT_TK_WIT2_TTL } { MERGEFIELD TK_WIT_1AND2_DT_TK_WIT2_SRNM },

Re: **{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }/{ IF { MERGEFIELD TK_OFFENCE_DET_TK_NO_OF_OFENCS } = 1 "{ MERGEFIELD TK_OFFENCE_DET_TK_OFF1_DATE }" "{ IF { MERGEFIELD TK_OFFENCE_DET_TK_NO_OF_OFENCS } = 1 "{ MERGEFIELD TK_OFFENCE_DET_TK_OFF1_DATE } and { MERGEFIELD TK_OFFENCE_DET_TK_OFF2_DATE }" "{ IF { MERGEFIELD TK_OFFENCE_DET_TK_NO_OF_OFENCS } = 3 "{ MERGEFIELD TK_OFFENCE_DET_TK_OFF1_DATE } and { MERGEFIELD TK_OFFENCE_DET_TK_OFF2_DATE } and { MERGEFIELD TK_OFFENCE_DET_TK_OFF3_DATE }" "{ IF { MERGEFIELD TK_OFFENCE_DET_TK_NO_OF_OFENCS } = 4 "{ MERGEFIELD TK_OFFENCE_DET_TK_OFF1_DATE } and { MERGEFIELD TK_OFFENCE_DET_TK_OFF2_DATE } and { MERGEFIELD TK_OFFENCE_DET_TK_OFF3_DATE } and { MERGEFIELD TK_OFFENCE_DET_TK_OFF4_DATE }" "" }" }" }/{ MERGEFIELD TK_MAGCRT_INIT_TK_MAG_CRT_name }**

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We hope you will be able to help and look forward to hearing from you.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Witness 2 Letter -

Preparation-Crown Court

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{ MERGEFIELD TK_WIT_1AND2_DT_TK_WIT2_ADD }

Dear { MERGEFIELD TK_WIT_1AND2_DT_TK_WIT2_TTL } { MERGEFIELD TK_WIT_1AND2_DT_TK_WIT2_SRNM },

Re: **{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }/{ IF { MERGEFIELD TK_OFFENCE_DET_TK_NO_OF_OFENCS } = 1 "{ MERGEFIELD TK_OFFENCE_DET_TK_OFF1_DATE }" "{ IF { MERGEFIELD TK_OFFENCE_DET_TK_NO_OF_OFENCS } = 1 "{ MERGEFIELD TK_OFFENCE_DET_TK_OFF1_DATE } and { MERGEFIELD TK_OFFENCE_DET_TK_OFF2_DATE }" "{ IF { MERGEFIELD TK_OFFENCE_DET_TK_NO_OF_OFENCS } = 3 "{ MERGEFIELD TK_OFFENCE_DET_TK_OFF1_DATE } and { MERGEFIELD TK_OFFENCE_DET_TK_OFF2_DATE } and { MERGEFIELD TK_OFFENCE_DET_TK_OFF3_DATE }" "{ IF { MERGEFIELD TK_OFFENCE_DET_TK_NO_OF_OFENCS } = 4 "{ MERGEFIELD TK_OFFENCE_DET_TK_OFF1_DATE } and { MERGEFIELD TK_OFFENCE_DET_TK_OFF2_DATE } and { MERGEFIELD TK_OFFENCE_DET_TK_OFF3_DATE } and { MERGEFIELD TK_OFFENCE_DET_TK_OFF4_DATE }" "" }" }" }/{ MERGEFIELD TK_MAGCRT_ALL_TK_CRWN_CRT_name }**

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{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
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Witness 3 - CC - Statement for

Approval

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{ MERGEFIELD TK_WIT_3AND4_DT_TK_WIT3_ADD **}**

Dear **{** MERGEFIELD TK_WIT_3AND4_DT_TK_WIT3_TTL **} {** MERGEFIELD TK_WIT_3AND4_DT_TK_WIT3_SRNM **}**,

Re: { MERGEFIELD TK_MAGCRT_ALL_TK_CRWN_CRT_name }

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Best Wishes

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
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Witness 3 - MC - Statement for

Approval

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{ MERGEFIELD TK_WIT_3AND4_DT_TK_WIT3_ADD **}**

Dear **{** MERGEFIELD TK_WIT_3AND4_DT_TK_WIT3_TTL **} {** MERGEFIELD TK_WIT_3AND4_DT_TK_WIT3_SRNM **}**,

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Witness 3 Letter - Preparation -

Mags Court

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Dear { MERGEFIELD TK_WIT_3AND4_DT_TK_WIT3_TTL } { MERGEFIELD TK_WIT_3AND4_DT_TK_WIT3_SRNM },

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{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Witness 3 Letter -

Preparation-Crown Court

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{ MERGEFIELD TK_WIT_3AND4_DT_TK_WIT3_ADD }

Dear { MERGEFIELD TK_WIT_3AND4_DT_TK_WIT3_TTL } { MERGEFIELD TK_WIT_3AND4_DT_TK_WIT3_SRNM },

Re: **{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }/{ IF { MERGEFIELD TK_OFFENCE_DET_TK_NO_OF_OFENCS } = 1 "{ MERGEFIELD TK_OFFENCE_DET_TK_OFF1_DATE }" "{ IF { MERGEFIELD TK_OFFENCE_DET_TK_NO_OF_OFENCS } = 1 "{ MERGEFIELD TK_OFFENCE_DET_TK_OFF1_DATE } and { MERGEFIELD TK_OFFENCE_DET_TK_OFF2_DATE }" "{ IF { MERGEFIELD TK_OFFENCE_DET_TK_NO_OF_OFENCS } = 3 "{ MERGEFIELD TK_OFFENCE_DET_TK_OFF1_DATE } and { MERGEFIELD TK_OFFENCE_DET_TK_OFF2_DATE } and { MERGEFIELD TK_OFFENCE_DET_TK_OFF3_DATE }" "{ IF { MERGEFIELD TK_OFFENCE_DET_TK_NO_OF_OFENCS } = 4 "{ MERGEFIELD TK_OFFENCE_DET_TK_OFF1_DATE } and { MERGEFIELD TK_OFFENCE_DET_TK_OFF2_DATE } and { MERGEFIELD TK_OFFENCE_DET_TK_OFF3_DATE } and { MERGEFIELD TK_OFFENCE_DET_TK_OFF4_DATE }" "" }" }" }/{ MERGEFIELD TK_MAGCRT_ALL_TK_CRWN_CRT_name }**

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Witness 4 - CC - Statement for

Approval

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Witness 4 Letter - Preparation -

Mags Court

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We represent { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 } in connection with { IF { MERGEFIELD TK_OFFENCE_DET_TK_NO_OF_OFENCS } = 1 "{ MERGEFIELD TK_OFFENCE_DET_TK_OFFENCE_1 }" "{ IF { MERGEFIELD TK_OFFENCE_DET_TK_NO_OF_OFENCS } = 2 "{ MERGEFIELD TK_OFFENCE_DET_TK_OFFENCE_1 } and { MERGEFIELD TK_OFFENCE_DET_TK_OFFENCE_2 }" "{ IF { MERGEFIELD TK_OFFENCE_DET_TK_NO_OF_OFENCS } = 3 "{ MERGEFIELD TK_OFFENCE_DET_TK_OFFENCE_1 }, { MERGEFIELD TK_OFFENCE_DET_TK_OFFENCE_2 } and { MERGEFIELD TK_OFFENCE_DET_TK_OFFENCE_3 }" "{ IF { MERGEFIELD

TK_OFFENCE_DET_TK_NO_OF_OFENCS **}** = 4 "**{** MERGEFIELD TK_OFFENCE_DET_TK_OFFENCE_1 **}**, **{** MERGEFIELD TK_OFFENCE_DET_TK_OFFENCE_2 **}**, **{** MERGEFIELD TK_OFFENCE_DET_TK_OFFENCE_3 **}** and **{** MERGEFIELD TK_OFFENCE_DET_TK_OFFENCE_4 **}**" "" **}**" **}**" **}**. We understand that you may have information which could assist in clarifying some of the facts of the case. We would very much like to speak to you to explore this further.

Could you please contact us as soon as possible to discuss this? Initially we would hope to speak to you on the telephone and we can then assess whether or not we may need to arrange a meeting. If a meeting is necessary, we will try to hold this at a time which is convenient to you.

If calling to the office, please asked to speak to **{** MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION **}** or alternatively please email at **{** MERGEFIELD CALCULATION_FEE_EARNER_EMAIL **}**.

We hope you will be able to help and look forward to hearing from you.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Witness 4 Letter -

Preparation-Crown Court

PRACCTICE
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Suite 1, Falstaff House
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WR14 1JJ
T: 0330 060 4940

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD TK_WIT_3AND4_DT_TK_WIT4_TTL } { MERGEFIELD TK_WIT_3AND4_DT_TK_WIT4_FRNM } { MERGEFIELD TK_WIT_3AND4_DT_TK_WIT4_SRNM }
{ MERGEFIELD TK_WIT_3AND4_DT_TK_WIT4_ADD }

Dear { MERGEFIELD TK_WIT_3AND4_DT_TK_WIT4_TTL } { MERGEFIELD TK_WIT_3AND4_DT_TK_WIT4_SRNM },

Re: **{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }/{ IF { MERGEFIELD TK_OFFENCE_DET_TK_NO_OF_OFENCS } = 1 "{ MERGEFIELD TK_OFFENCE_DET_TK_OFF1_DATE }" "{ IF { MERGEFIELD TK_OFFENCE_DET_TK_NO_OF_OFENCS } = 1 "{ MERGEFIELD TK_OFFENCE_DET_TK_OFF1_DATE } and { MERGEFIELD TK_OFFENCE_DET_TK_OFF2_DATE }" "{ IF { MERGEFIELD TK_OFFENCE_DET_TK_NO_OF_OFENCS } = 3 "{ MERGEFIELD TK_OFFENCE_DET_TK_OFF1_DATE } and { MERGEFIELD TK_OFFENCE_DET_TK_OFF2_DATE } and { MERGEFIELD TK_OFFENCE_DET_TK_OFF3_DATE }" "{ IF { MERGEFIELD TK_OFFENCE_DET_TK_NO_OF_OFENCS } = 4 "{ MERGEFIELD TK_OFFENCE_DET_TK_OFF1_DATE } and { MERGEFIELD TK_OFFENCE_DET_TK_OFF2_DATE } and { MERGEFIELD TK_OFFENCE_DET_TK_OFF3_DATE } and { MERGEFIELD TK_OFFENCE_DET_TK_OFF4_DATE }" "" }" }" }/{ MERGEFIELD TK_MAGCRT_ALL_TK_CRWN_CRT_name }**

We represent { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 } in connection with { IF { MERGEFIELD TK_OFFENCE_DET_TK_NO_OF_OFENCS } = 1 "{ MERGEFIELD TK_OFFENCE_DET_TK_OFFENCE_1 }" "{ IF { MERGEFIELD TK_OFFENCE_DET_TK_NO_OF_OFENCS } = 2 "{ MERGEFIELD TK_OFFENCE_DET_TK_OFFENCE_1 } and { MERGEFIELD TK_OFFENCE_DET_TK_OFFENCE_2 }" "{ IF { MERGEFIELD TK_OFFENCE_DET_TK_NO_OF_OFENCS } = 3 "{ MERGEFIELD TK_OFFENCE_DET_TK_OFFENCE_1 }, { MERGEFIELD TK_OFFENCE_DET_TK_OFFENCE_2 } and { MERGEFIELD TK_OFFENCE_DET_TK_OFFENCE_3 }" "{ IF { MERGEFIELD

TK_OFFENCE_DET_TK_NO_OF_OFENCS **}** = 4 "**{** MERGEFIELD TK_OFFENCE_DET_TK_OFFENCE_1 **}**, **{** MERGEFIELD TK_OFFENCE_DET_TK_OFFENCE_2 **}**, **{** MERGEFIELD TK_OFFENCE_DET_TK_OFFENCE_3 **}** and **{** MERGEFIELD TK_OFFENCE_DET_TK_OFFENCE_4 **}**" "" **}**" **}**" **}**. We understand that you may have information which could assist in clarifying some of the facts of the case. We would very much like to speak to you to explore this further.

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We hope you will be able to help and look forward to hearing from you.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Blank Client Letter

PRACCTICE
SOLICITORS

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Suite 1, Falstaff House
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Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_INITIALS_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Blank Counsel Letter

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Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD TK_CRWNCRT_INIT_TK_CNSEL_name **}**
{ MERGEFIELD TK_CRWNCRT_INIT_TK_CNSEL_address **}**

Dear Sirs,

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Blank Crown Court Letter

PRACCTICE
SOLICITORS

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Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD TK_MAGCRT_ALL_TK_CRWN_CRT_name **}**
{ MERGEFIELD TK_MAGCRT_ALL_TK_CRWN_CRT_address **}**

Dear Sirs,

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Blank Magistrates Court Letter

PRACCTICE
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Malvern
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Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD TK_MAGCRT_INIT_TK_MAG_CRT_name **}**
{ MERGEFIELD TK_MAGCRT_INIT_TK_MAG_CRT_address **}**

Dear Sirs,

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Blank Police Station Letter

PRACCTICE
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Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD TK_POL_STN_INIT_TK_POL_STATION_name **}**
{ MERGEFIELD TK_POL_STN_INIT_TK_POL_STATION_address **}**

Dear Sirs,

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Blank Witness 1 Letter

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Your Ref:

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{ MERGEFIELD TK_WIT_1AND2_DT_TK_WIT1_TTL **} {** MERGEFIELD TK_WIT_1AND2_DT_TK_WIT1_FRNM **} {** MERGEFIELD TK_WIT_1AND2_DT_TK_WIT1_SRNM **}**
{ MERGEFIELD TK_WIT_1AND2_DT_TK_WIT1_ADD **}**

Dear **{** MERGEFIELD TK_WIT_1AND2_DT_TK_WIT1_TTL **} {** MERGEFIELD TK_WIT_1AND2_DT_TK_WIT1_SRNM **}**,

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Blank Witness 2 Letter

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Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD TK_WIT_1AND2_DT_TK_WIT2_TTL **} {** MERGEFIELD TK_WIT_1AND2_DT_TK_WIT2_FRNM **} {** MERGEFIELD TK_WIT_1AND2_DT_TK_WIT2_SRNM **}**
{ MERGEFIELD TK_WIT_1AND2_DT_TK_WIT2_ADD **}**

Dear **{** MERGEFIELD TK_WIT_1AND2_DT_TK_WIT2_TTL **} {** MERGEFIELD TK_WIT_1AND2_DT_TK_WIT2_SRNM **}**,

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Blank Witness 3 Letter

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{ MERGEFIELD TK_WIT_3AND4_DT_TK_WIT3_TTL **} {** MERGEFIELD TK_WIT_3AND4_DT_TK_WIT3_FRNM **} {** MERGEFIELD TK_WIT_3AND4_DT_TK_WIT3_SRNM **}**
{ MERGEFIELD TK_WIT_3AND4_DT_TK_WIT3_ADD **}**

Dear **{** MERGEFIELD TK_WIT_3AND4_DT_TK_WIT3_TTL **} {** MERGEFIELD TK_WIT_3AND4_DT_TK_WIT3_SRNM **}**,

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Blank Witness 4 Letter

PRACCTICE
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WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD TK_WIT_3AND4_DT_TK_WIT4_TTL **} {** MERGEFIELD TK_WIT_3AND4_DT_TK_WIT4_FRNM **} {** MERGEFIELD TK_WIT_3AND4_DT_TK_WIT4_SRNM **}**
{ MERGEFIELD TK_WIT_3AND4_DT_TK_WIT4_ADD **}**

Dear **{** MERGEFIELD TK_WIT_3AND4_DT_TK_WIT4_TTL **} {** MERGEFIELD TK_WIT_3AND4_DT_TK_WIT4_SRNM **}**,

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Cli Letter-Crown Court-Proof for

Approval

PRACCTICE
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Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_INITIALS_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**

Re: Crown Court: { MERGEFIELD TK_MAGCRT_ALL_TK_CRWN_CRT_name }
Next Date: { MERGEFIELD TK_CRWNCRT_NGP_TK_CRNCRT_TR_DT }

I am writing following our recent meeting when we discussed your case.

I have prepared a written statement for you which sets out what you are saying about the case. I am enclosing a copy. Please could you read it through carefully; if you agree that it is correct, please sign each page at the foot and return it to me as soon as possible in the prepaid envelope provided.

If any small amendments are needed, please write these in pen and initial them.
If you think I need to add or amend anything which is important, please let me know and I will make the change and issue a new version.

This statement is not shown to anyone outside of your legal team, it is prepared so that we know what you are saying about the case.

As always, please contact me if you have any questions.

Best Wishes

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Cli Letter-Mags

Court-Trial-Convicted -Sentence

PRACCTICE
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{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_INITIALS_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**

Re: { MERGEFIELD TK_MAGCRT_INIT_TK_MAG_CRT_name } Magistrates Court

I am writing to confirm what happened at **{** MERGEFIELD TK_MAGCRT_INIT_TK_MAG_CRT_name **}** Magistrates Court. A trial took place in relation to the charge of [ ] and I represented you.

Unfortunately you were found Guilty by the Court.

The Court sentenced you as follows;

[free text]

I would regard the sentence as a reasonable one in the circumstances and could not advise that you have grounds to appeal. Nevertheless if you want to consider an appeal please let me know.

I trust that all the above is clear, but if you have any queries please feel free to ask.

Best Wishes

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Cli Ltr - Crown Court

-Initial-Appt-Custody

PRACCTICE
SOLICITORS

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T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_INITIALS_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**

Re: Crown Court: { MERGEFIELD TK_MAGCRT_ALL_TK_CRWN_CRT_name }
Crown Court Date: { MERGEFIELD TK_MAGCRT_ALL_TK_CRWNCRT_DT } at { MERGEFIELD TK_MAGCRT_ALL_TK_CRWNCRT_TM }

I am writing to tell you that your file has been passed to me as I am a member of the firm's Crown Court team. I will be undertaking the preparation in your case.

{ IF **{** MERGEFIELD TK_CRWNCRT_INIT_TK_CNSEL_CHBRS **}** = "HCA In House" " I am also a Higher Court Advocate so I will be representing you in Court." "**{** IF **{** MERGEFIELD TK_CRWNCRT_INIT_TK_CNSEL_CHBRS **}** = "Counsel" " I will be briefing a barrister to represent you in the Crown Court." "" **}**" **}**

Your first hearing in the Crown Court is on **{** MERGEFIELD TK_MAGCRT_ALL_TK_CRWNCRT_DT **}**. You will be expected to indicate what your plea is going to be on that date. Accordingly, I have made an appointment to see you and discuss the case on **{** ASK appdate "Appointment Date?" \d " " **}{** appdate **}** at **{** ASK apptime "Appointment Time?" \d " " **}{** apptime **}**am/pm. I look forward to seeing you then.

If you have any queries please feel free to contact me.

Best Wishes

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Cli Ltr - Crown Court Trial

Acquitted

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Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_INITIALS_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Cli Ltr - Crown Court-NGP-G

Verdict-Sentence

PRACCTICE
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Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_INITIALS_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**

Re: { MERGEFIELD TK_MAGCRT_ALL_TK_CRWN_CRT_name } Crown Court

I am writing to confirm the outcome of your appearance in **{** MERGEFIELD TK_MAGCRT_ALL_TK_CRWN_CRT_name **}** Crown Court on **{** MERGEFIELD TK_CRWNCRT_NGP_TK_CRNCRT_TR_DT **}**.

As you know a trial took place in relation to the charge of [ ]. Unfortunately the jury found you guilty of the offence.

Having considered the way in which the trial was conducted I am afraid I do not think that there are any grounds to appeal against the verdict.

The Court sentenced you as follows;

[free text]

I enclose our Sentence Information Sheet which gives you more information I hope you find helpful.

I would regard the sentence as a reasonable one in the circumstances and could not advise that you have grounds to appeal. Nevertheless if you want to consider an appeal please let me know.

I hope that all the above is clear but if you have any queries please do not hesitate to contact me or one of my colleagues.

With best wishes

Yours sincerely

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{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Cli Ltr - Mags

Court-Trial-Convicted-PSR-Custod

y

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Your Ref:

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{ MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_INITIALS_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**

Re: { MERGEFIELD TK_MAGCRT_INIT_TK_MAG_CRT_name } Magistrates Court

I am writing to confirm what happened at **{** MERGEFIELD TK_MAGCRT_INIT_TK_MAG_CRT_name **}** Magistrates Court. A trial took place in relation to the charge of [ ] and I represented you.

Unfortunately you were found Guilty by the Court.

The Court decided that it needed a Report from the Probation Service before it passed sentence upon you. Your case was therefore adjourned until [ ] for that to be done. You were remanded in custody as before. We will represent you again on that occasion.

In the meantime you will be seen by the Probation Service who will prepare a Report for the Judge who sentences you. This can make a big difference to the sentence you receive so it is important for you to cooperate with the Probation Service.

I trust that all the above is clear, but if you have any queries please feel free to ask.

Best Wishes

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Cli Ltr - Offer Meeting - Take

Instructions

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_INITIALS_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Cli Ltr -Crown Court-NGP-Adj

Trial-Custody

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{ MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_INITIALS_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**

Re: Crown Court: { MERGEFIELD TK_MAGCRT_ALL_TK_CRWN_CRT_name }
Next Date: { MERGEFIELD TK_CRWNCRT_NGP_TK_CRNCRT_TR_DT }

I am writing to confirm the outcome of your appearance in Bristol Crown Court on **{** MERGEFIELD TK_MAGCRT_ALL_TK_CRWNCRT_DT **}**.
I spoke to you about the charge and the evidence in the case. I had advised you that [free text].

You instructed me that you would plead not guilty to the charge and when the case was called into Court that is what you did. The Court then dealt with issues of case management and your case was adjourned for trial. Your trial date was set for **{** MERGEFIELD TK_CRWNCRT_NGP_TK_CRNCRT_TR_DT **}**.

We will need to see you before then to discuss your case in greater detail. I will write to you again nearer the time to arrange an appointment.

You were remanded in custody because **{** MERGEFIELD TK_BAIL_STATUS_TK_REFUS_BAIL **}**.

I hope that all the above is clear but if you have any queries please do not hesitate to contact me or one of my colleagues.

With best wishes

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }

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{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Cli Ltr-Mags

Court-Trial-Convicted-PSR-Bail

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T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_INITIALS_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**

Re: { MERGEFIELD TK_MAGCRT_INIT_TK_MAG_CRT_name } Magistrates Court

I am writing to confirm what happened at [ ] Magistrates Court. A trial took place in relation to the charge of [ ] and I represented you.

Unfortunately you were found Guilty by the Court.

The Court decided that it needed a Report from the Probation Service before it passed sentence upon you. Your case was therefore adjourned until [ ] for that to be done. Please make sure you are at Court by 9.30 on that date.

You were released on bail which was [unconditional/subject to the following conditions;]

In the meantime you will be sent an appointment to see the Probation Service who will prepare a Report for the Judge who sentences you. This can make a big difference to the sentence you receive so it is important for you to cooperate with the Probation Service.
I trust that all the above is clear, but if you have any queries please feel free to ask.

Best Wishes

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }