

VHCC Notification Request Form

Please complete the applicable boxes below in as much detail as possible. Please use additional sheets if necessary.

Information	Details where available
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i. Firm /Defendant Information

Firm Name	
Firm Address	
Primary contact details	
Your defendant(s)	
Date of Representation Order(s) for your defendant(s)	
Total number of defendants	
Name of all defendants & representing solicitors firms (include addresses of firms)	
Charge(s) faced	

Complex Crime Unit

ii. Case Information

Court	
T-Number	
Date case was transferred to Crown Court	
Summary description of the case	
Total Volume of Documentation served	
Breakdown of served documentation (please specify number of pages)	Statements: Exhibits: Interviews: Unused: Other (please specify):
Further documentation to be served (if known).	
Value of the alleged fraud/drugs (where applicable)	

iii. Notification Information

Trial Date (if known)	
Court's Estimated Trial Length (Where possible please obtain this information from the court list office)	
Your Estimated Trial Length (if this differs to court's estimate above please detail reasons) * see footnote	
Prosecuting Authority & Region (Inc. prosecution case manager & case ref. no.)	
Name and role of counsel instructed (i.e. QC, Ldg Jnr, Led Jnr, Jnr Alone)	
Work done to date (in terms of hours)	
Status of the case & timetable if the case is to proceed (If known dates of any hearings)	
Please detail any further information regarding this case that may be of use when considering this notification (e.g. indication of early guilty pleas, indication of severance, etc)	
Please detail your initial views on the likely category of the case (please refer to Annex B of the Legal Services Commission Very High Cost Criminal Cases Arrangements 2004)	

* In the absence of a court estimated trial length please make every effort, based on the current information, to provide your own estimate.