

## 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**

<b>Firm Name</b>	
<b>VHCC Panel Member Number (if applicable)</b>	
<b>Firm Address</b>	
<b>Primary contact details</b>	
<b>Your defendant(s)</b>	
<b>Date of Representation Order(s) for your defendant(s)</b>	
<b>Date of PCMH or date Defence Team identified that the case was likely to be a VHCC</b>	
<b>Total number of defendants</b>	
<b>Name of all defendants &amp; representing solicitors firms (include addresses of firms)</b>	

Complex Crime Unit

<b>Charge(s) faced</b>	
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**ii. Case Information**

<b>Court</b>	
<b>T-Number</b>	
<b>Date case was transferred to Crown Court</b>	
<b>Total Volume of Documentation served</b>	
<b>Summary description of the case</b>	
<b>Breakdown of served documentation (please specify number of pages)</b>	<b>Statements:</b> <b>Exhibits:</b> <b>Interviews:</b> <b>Unused:</b> <b>Other (please specify):</b>
<b>Further documentation to be served, including expected volume of unused material (if known)</b>	
<b>Value of the alleged fraud/drugs (where applicable)</b>	
<b>Expected cost of instructing experts (if known)</b>	

**Notification Information**

<b>Trial Date (if known)</b>	
<b>Court's Estimated Trial Length (Where possible please obtain this information from the court list office)</b>	
<b>Your Estimated Trial Length (if this differs to court's estimate above please detail reasons) * see footnote</b>	
<b>Prosecuting Authority &amp; Region (Inc. prosecution case manager &amp; case ref. no.)</b>	
<b>Name and role of counsel instructed (i.e. QC, Ldg Jnr, Led Jnr, Jnr Alone)</b>	
<b>Work done to date (in terms of hours)</b>	
<b>Status of the case &amp; timetable if the case is to proceed (If known dates of any hearings)</b>	
<b>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)</b>	
<b>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 or Annex [5] of the VHCC Panel Contract)</b>	

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

