

VHCC Notification Request Form

Please complete this form answering all questions. Where a question does not apply, please state that this is so. Do not leave the box blank.

This information should also be typed.

Please use additional sheets if necessary.

Information	Details where available
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1) Firm Information

Firm Name	
Firm Address	
Primary contact details	
Fee Earner	
Telephone	
Fax	
Email	
Is your firm a member of the VHCC (Crime) Panel	
If your client has been charged with a fraud related offence, state how your firm will satisfy the requirements of s.15(4) of the VHCC Panel Member's Contract	

2) Defendant(s) Information

Total number of defendants with your firm	
Name(s)	
Charge(s) faced	

Date of Arrest	
Date of Charge	
Date the defendant instructed your firm	
Is the defendant in custody?	
If so what date does the custody time limit expire?	
Date of Representation Order(s) for your defendant(s) (You should include any amended orders here also)	
Level of counsel authorised by Representation Order	

3) Court Information

Court	
T Number	
Judge (if known)	
Date of committal or transfer to the Crown Court	
Stage of proceedings now reached (state if pre or post arraignment)	
Date and nature of next hearing	
Trial date (if known)	
Court's estimated trial length (where possible please obtain this information from the court)	
Your Estimated Trial Length (if this differs to court's estimate above please detail reasons)	
* see footnote	

4) Case Information

Prosecuting Authority (Inc. prosecution case manager & case	
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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.

ref. no.)	
Name of all co-defendants & representing solicitors firms (include addresses of firms)	
Brief description of case (please state if the matter is placed in the terrorism list)	
Breakdown of served documentation (please specify number of pages)	<p>Statements:</p> <p>Exhibits:</p> <p>Interviews:</p> <p>Unused:</p> <p>Other (please specify):</p>
Further documentation to be served (if known)	



Value of the alleged fraud/drugs (where applicable)	
Please detail your initial views on the likely category of the case (please refer to Annex [5] of the VHCC Panel Contract)	

5) Defence Team Information

Name and role of advocate instructed, if applicable	
Date of instruction of advocate(s)	
Are any of your instructed advocates non-panel Advocates?	
Work done to date (in terms of hours)	

6) Exceptional Circumstances

Please detail any further information in relation to any exceptional circumstances as to why the case should/should not be contracted	
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)	