

**VHCC CASE PLAN**

(PLEASE TYPE THIS DOCUMENT)

**1. Name of Case**

**2. Magistrates' Court/Crown Court Reference (if appropriate)**

**3. Name of Defendant(s)**  
If you are representing more than one defendant, please confirm here that you have considered potential conflicts of interest in this case and on the current information consider there not to be a conflict of interest between the clients you represent.

**4. Offence(s)**

**5. Co-Defendants and Solicitors dealing**  
(Please use a continuation sheet if necessary)

**6. Procedure – Position of Case to date**

(Please give details of the stage of the case against your client, any hearings which have so far taken place, any structure or timescales so far dictated by the prosecution or court etc)

**7. Defence – Position of Case to date**

(Please outline the prosecution case and identify any major issues expected within the case such as the likelihood of a cut-throat defence, need for a pro-active defence, need for experts etc)



**11. Enclose the following if received (please tick):**

- i. Prosecution Case Summary (or Opening Note or advance information from the Magistrates Court if the Case Summary is not available)**
- ii. Copies of all Representation Orders for your client(s)**
- iii. Indictment (or Charge Sheet from the Magistrates Court if not available)**
- iv. Evidence to support the status of your A grade fee earner(s)**