

VHCC Notification Request Form 2010

Instructions:

- **Only use this form for Representation Orders dated on or after 14 July 2010**
For other cases, please use the Notification Request Form – Nov 08 version on the LSC Website
- **Please answer all questions**
- **Where a question does not apply, please state N/A**
- **All information should be clear and legible**
- **Please use additional sheets if necessary**
- **Please submit a copy of the Representation Order(s) where granted**
- **If we have written to you, please quote our reference here: N_____**

Information	Details
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1) Organisation Information

Organisation Name	
Organisation Address	
Primary contact details Main Fee Earner Telephone Fax Email	
Have you been accredited to undertake VHCC Work in accordance with the 2010 VHCC Arrangements? If not, please refer to the LSC Website.	
Do you have a proposed Supervisor who would meet the eligibility criteria (as appropriate) set out in the VHCC Arrangements 2010 for this case? If so, please provide their name. If not, please refer to the LSC website.	

2) Client(s) Information

Total number of client(s) in this case instructing your organisation	
Client name(s)	
Client(s) date(s) of birth	
Client(s) National Insurance Number(s)	
Charge(s) against each client named above	
Date of arrest	
Date of charge	
Date the client(s) instructed your organisation	
Is the client(s) in custody?	
If so what date does the custody time limit expire?	
If the client(s) is not in custody, what was their location at the time of instruction? Please refer to the Distant Travel Rule in the 2010 VHCC Contracts on the LSC Website.	
Date of Representation Order(s) for your client(s) (including any amendment orders)	
Representation Order MAAT ref(s)	

3) Court Information

Court	
Case number (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) ¹	

¹ In the absence of a court estimated trial length please make every effort, based on the current information, to provide your own estimate.

4) Case Information

Prosecuting Authority (including prosecution case manager and case reference number)	
Names of all co-defendant(s) and name(s) and address(es) of their instructing organisation(s)	
Brief description of case (please state if the matter is placed in the terrorism list)	
Breakdown of served documentation (please specify number of pages)	Statements: Exhibits: Interviews: Unused: Other (please specify):
Further documentation to be served (if known)	
Please detail your initial views on the likely category of the case (please refer to the VHCC Arrangements 2010)	

5) Defence Team Information

Name, role and contact details of instructed advocate(s) (if applicable)	
Have you applied, or are you likely to apply, for a QC	
Date of instruction of advocate(s)	
Where your or the court trial estimate is 60 days or more, and your instructed advocate is self-employed, would they meet the eligibility criteria for VHCC Work? If so, please provide their name. If not, please refer them to LSC Website.	
Work done to date (in terms of hours)	

6) Exceptional Circumstances

Please detail any exceptional circumstances which should be taken into account when considering whether to classify the case as a VHCC.	
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