

APPEAL  
Lion House  
72-75 Red Lion Street (6<sup>th</sup> Floor)  
London, WC1R 4NA  
[mail@appeal.org.uk](mailto:mail@appeal.org.uk); 07735 434268  
appeal.org.uk



### **INTAKE FORM**

*If you wish for a copy of this form to be sent to you, please call 07735 434268 and leave a message on our answerphone providing your name, prison number (where applicable) and current address.*

*If you would prefer to write us a letter telling us about your case, please look at the form and try and include the same types of information that we ask for.*

*Please complete as much of this form as you are able and then send it to:*

**APPEAL Intake**  
**Lion House, 72-75 Red Lion Street (6<sup>th</sup> Floor)**  
**London WC1R 4NA**

#### **Your details**

Name	
Date of birth	
Prison Number	
Current Address	
You identify as	MALE / FEMALE / OTHER
Is English your first language?	YES / NO

#### **Your case**

Do you currently have legal representation for an appeal?	YES / NO  <i>Unfortunately if you already have legal representation we cannot consider your request for our assistance.</i>
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<p>Have you contacted APPEAL before?</p>	<p>YES / NO</p>
<p>You want to appeal your (please delete as appropriate)</p>	<p>CONVICTION / SENTENCE / CONVICTION <b>and</b> SENTENCE</p> <p><i>Please note that we can only currently offer legal help with women's sentence cases.</i></p>
<p>Details of your convictions(s)</p> <p>Your plea(s):</p> <p>If known, please indicate whether the jury's verdict(s) were unanimous (12 jurors agreed) or majority verdicts (10/2; 11/1 jurors agreed)</p>	<p>Offence(s) you were convicted of:</p>
<p>Details of your trial</p> <p>Name of court: Trial reference number (if known):</p> <p>Date of trial:</p> <p>Date of conviction:</p>	<p>Did you have any co-defendants at your trial? If so, please provide details:</p>

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Details of your sentence  Sentence received (including tariff):	DATE:
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If you are still in prison, please indicate your earliest release date (if known):	
Your legal representation at trial	Barrister(s):  Solicitor (name and firm):
What were you accused of?	What did the prosecution/police say happened? When and where did it happen?  What do you say happened? For example, were you not at the scene at all, was this mistaken identity, or did you act in a different way to what was described by the prosecution?

<p>Please provide a brief summary of the evidence <b>against you</b> at trial (e.g. witnesses, CCTV, cell site, forensic evidence, expert evidence)</p>	<p>What types of evidence did the prosecution use at trial?</p>
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<p>Please provide a brief summary of the evidence <b>in your defence</b> at trial (e.g. witnesses, CCTV, cell site, forensic evidence, expert evidence)</p>	<p>What evidence did you use at trial?</p>
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<p>Why do you want to appeal?</p>	
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<p>What do you think went wrong at your trial? (for e.g. did the police/prosecution withhold evidence, was there a problem with witnesses, were you able to use an expert to help you in your case. Do you think that the judge/jury or your trial lawyers acted improperly which affected your case?)</p>	
<p>Can you think of any new evidence or information that the jury did not know about which could help your case?</p> <p>Have you brought this new information to the Court of Appeal or the Criminal Cases Review Commission (CCRC)?</p>	

<p>Details of any appeal</p> <p>Have you ever tried to appeal your conviction(s) or sentence to the Court of Appeal (please delete as appropriate)?</p>	<p>I APPEALED MY CONVICTION ONLY</p> <p>I APPEALED MY SENTENCE ONLY</p> <p>I APPEALED MY CONVICTION AND MY SENTENCE</p> <p>I HAVE NEVER APPEALED</p>
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<p>If you have appealed, when did you appeal ?</p> <p>Were you given permission to appeal by the Single Judge?</p> <p>If you were not given permission to appeal by the Single Judge, did you renew your application?</p> <p>Did you have an appeal hearing in the Court of Appeal?</p> <p>Do you have a copy of the Judgment or know the Court of Appeal reference number:</p>	<p>DATE:</p> <p>YES / NO / DON'T KNOW</p> <p>YES / NO / DON'T KNOW</p> <p>YES / NO / DON'T KNOW</p> <p>YES / NO / DON'T KNOW</p> <p>Number:</p>
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<p>Who were your lawyers at your appeal?</p>	<p>Barrister:</p> <p>Solicitor (name and firm):</p>
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<p>Have you applied to the Criminal Cases Review Commission (CCRC)</p> <p>What was the CCRC's decision?</p> <p>Do you have a copy of the CCRC decision also called the 'Statement of Reasons'</p>	<p>YES / NO</p> <p>If YES, when did you apply?</p> <p>Who wrote the application?</p> <p>My case was referred / my case was rejected</p> <p>DATE:</p>
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<p>Please provide the name(s) and contact detail(s) of any person who is supporting you (friends/family etc) and who you would like us to keep informed about your application?</p>	
<p>Is there anything else you would like us to tell us about your case?</p>	

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<p>Please tell us whether you have copies of any of the following documents in case we need to see them (DO NOT send to us now) please tick if yes.</p>	<p>Indictment Witness statements Police interviews Expert reports Defence case statement Prosecution opening Judge's legal directions (sometimes called 'Route to Verdict' Copy of Judge's summing up to the jury Pre-sentence report Notes on sentence Advice from a barrister on appealing your conviction or sentence</p>
	<p>Any other court transcripts</p>

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_



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## **Further Guidance**

### What happens next?

We will review the information that you have sent us and we write to you if we need any further information or documents about your case. Please do not send us paperwork about your case unless we have asked for it.

We try and answer all the requests for help that relate to criminal appeals but as we are a small charity it may take us weeks or months to write back to you.

### Will I be successful?

Unfortunately, due to our size and limited funding we can only take on a small number of cases each year and we reject most of the applications we receive. This does not mean that we consider you have not been wrongfully convicted or unfairly sentenced but we do advise that if you need legal help you should continue with your search for a lawyer elsewhere.

### Contacting us

The best way to reach us is by post using the address above. If you have access to email and have any queries about our intake process or you would like to send us your completed form electronically, please email [intake@appeal.org.uk](mailto:intake@appeal.org.uk). We are not able to discuss requests for assistance over the phone or in person.

In order to consider a request for legal assistance we need to hear directly from the convicted person. You are welcome to provide a copy of this application form to them, or alternatively, please ask them to write to us and we will send them a copy. If they are in prison, they can write to us under Rule 39. They can give us written permission to discuss their case with you. Please inform us if there are any accessibility issues or they require assistance contacting us.

### Your personal data

We will store electronic copies of your form and any correspondence in our secure database and will retain copies of your information for at least 10 years. Your personal information will never be shared with third parties without your consent, but we may anonymise your data and use this for internal monitoring purposes or reporting to our funders. If you would like to see a copy of our privacy policy, please write to us and we will provide you with a copy.