

Case Enquiry Form

HOW TO COMPLETE

- 1. Complete each section that applies;** your details, your original case, your application to the Court of Appeal, your application to the CCRC, your documents
- 2. Attach a copy of the Advice on Appeal against Conviction or Sentence** from your original trial team
- 3. Post a copy to:**

**Case Enquiries
APPEAL
6th Floor, Lion House,
72-75 Red Lion Street,
London WC1R 4NA**

We aim to respond to all enquiries as soon as possible and within 12 weeks. We cannot acknowledge receipt of your form due to the volume of enquiries we receive.

If you are viewing this form online and wish for a copy to be sent to you or a third party, please either email caseenquiries@appeal.org.uk or call 07735 434268 giving the following information:

- Full Name
- Current Address
- Prison Number if in prison

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 note that the form should, where possible, be completed by the person who is seeking to appeal. If you are supporting someone who requires reasonable adjustments, please see page 10 for further information.

1) YOUR DETAILS

Name	
Any other given names?	
Date of birth	
Prison Number	
Current Address	

<p>Your conviction</p> <p>What offences were you convicted of?</p> <p>Date of conviction</p> <p>Please indicate whether the jury's verdict(s) were unanimous (12 jurors agreed) or by a majority verdict (10 or more jurors agreed)</p>	
<p>Your sentence</p> <p>Sentence received (including minimum term/conditions attached):</p> <p>If you are still in prison, please indicate your earliest release date (if known):</p>	
<p>Your legal representation at trial</p> <p>Barrister(s)</p> <p>Solicitor (name and firm)</p>	
<p>Your trial</p> <p>What did the prosecution/police say happened? When and where did it happen?</p>	

<p>Please provide a brief summary of the evidence against you at trial (e.g. witnesses, CCTV, cell site, forensic evidence, expert evidence, bad character evidence)</p>	
<p>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>	
<p>Please provide a brief summary of the evidence in your defence at trial (e.g. witnesses, CCTV, cell site, forensic evidence, expert evidence)</p> <p>Did you give evidence at your trial?</p>	

PLEASE ATTACH A COPY OF ANY ADVICE ON APPEALLING AGAINST CONVICTION OR SENTENCE GIVEN TO YOU BY YOUR ORIGINAL TRIAL TEAM

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3) YOUR APPEAL

This section covers any previous applications you have made to the Court of Appeal to appeal your conviction or sentence. Please complete as much of this section as you are able. Skip to section 4 if this does not apply.

<p>Were you advised by your trial team on appealing your conviction or sentence?</p> <p>What was this advice?</p> <p>Do you have a copy of the written Advice on appeal?If so please send a copy with this form.</p>	<p>YES / NO</p>
<p>What do you think went wrong at your trial?</p> <p>(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>Why do you think you might have grounds to appeal your sentence?</p> <p>Was a mistake made? Do you have new information that could affect your sentence?</p>	



<p>Have you appealed your conviction(s) or sentence to the Court of Appeal (please delete as appropriate)?</p>	<p>I APPEALED MY CONVICTION / SENTENCE</p> <p>I APPEALED BOTH MY CONVICTION AND SENTENCE</p> <p>NO</p>
<p>When did you appeal?</p>	<p>DATE</p>
<p>What were your grounds of appeal?</p>	
<p>Were you given permission to appeal by the Single Judge?</p>	<p>YES / NO / DON'T KNOW</p>
<p>If you were not given permission to appeal by the Single Judge, did you renew your application?</p>	<p>YES / NO / DON'T KNOW</p>
<p>Did you have an appeal hearing in the Court of Appeal?</p>	<p>YES / NO / DON'T KNOW DATE</p>
<p>Do you have a copy of the Judgment/ Court reference number:</p>	<p>YES / NO / DON'T KNOW</p> <p>Reference number:</p>
<p>Who were your lawyers at your appeal?</p>	
<p>Barrister</p>	<p>.....</p>
<p>Solicitor (name and firm)</p>	<p>.....</p>

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4) YOUR CCRC (Criminal Cases Review Commission) APPLICATION

This section covers any previous applications you have made to the CCRC to regarding your conviction or sentence. Please complete as much of this section as you are able. Skip to section 5 if this does not apply.

<p>Can you think of any new evidence or information that the judge/ jury did not know about which could help your case?</p> <p>Was this information before the Court of Appeal?</p> <p>Have you brought this new information to the Court of Appeal or the Criminal Cases Review Commission (CCRC)?</p>	<p>YES / NO / I have not applied to the Court of Appeal</p> <p>YES / NO / I have not applied to the CCRC</p>
<p>Have you applied to the Criminal Cases Review Commission (CCRC)</p> <p>What grounds did you submit to the CCRC?</p> <p>What was the CCRC's decision? Do you have a copy of the Decision?</p>	<p>YES / NO DATE</p>



5) OTHER INFORMATION

<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 enquiry?</p> <p>Please tick the types of information you are happy for us to communicate to them.</p>	<p>NAME</p> <p>EMAIL</p> <p>ADDRESS</p> <p>.....</p> <p>Progress on my enquiry.....YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Communication regarding your enquiry (e.g. to request documents they may be holding on your behalf.....YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p><i>Please note we will not automatically update others on the progress of your enquiry, but can provide that information to the people you name here if they ask us for an update.</i></p>
<p>Is there anything else you would like us to tell us about your case?</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 next to if yes.	Indictment.....	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	Witness statements.....	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	Police interviews.....	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	Expert reports.....	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	Defence case statement.....	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	Prosecution opening	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	Judge's legal directions (sometimes called 'Route to Verdict'	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	Copy of Judge's summing up to the jury.....	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	Judge's sentencing remarks.....	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	Pre-sentence report.....	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	Notes on sentence.....	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	Any other court transcripts.....	YES <input type="checkbox"/>	NO <input type="checkbox"/>

6) SIGNATURE AND AUTHORITY

I confirm that the details above are correct to the best of my knowledge and that either:

I completed and signed the form myself.....

I have received help completing the form but the contents are accurate and I have signed the form myself

I give authority for APPEAL to contact the person named in section 5 about my case enquiry as I have indicated in that section.

SIGNED

DATED

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 any other paperwork unless we have asked for it on the form.**

We aim to respond to all enquiries as soon as possible. If you have not heard from us after 12 weeks, you are welcome to contact us. Unfortunately, due to volume of enquiries, we will not acknowledge receipt of your form.

We are a small organisation with limited capacity and resources. If you are able to obtain legal representation elsewhere, then please do so. **If you are successful in obtaining other legal representation, then please let us know.**

Contacting us

The best way to reach us is by post using the address above. If you have access to email and would like to send us your completed form electronically, please email caseenquiries@appeal.org.uk. We are not able to discuss requests for assistance over the phone or in person.

We prefer to communicate with people supporting your application by email if possible. If you have given us the details of someone supporting your enquiry, please ensure you have provided their email address in Section 5

If you are getting in touch about someone else's case and they are unable to fill out an application form or write to us directly, then please email or write to us. Please set out in your email or letter what reasonable adjustments are being requested and why they are needed.

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 7 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.