

Sufficient documents should be included with an application for the Unit to make a decision as to whether to assist a case or not. Please note that the Unit has no resources to help you gather documents.

- If the papers are very bulky (over 100 pages) it would be helpful if you make a selection of what seems the most important; but also provide a summary of what other documents exist, so that if we need more we can ask you for it
- Always put documents in date order – if there are a lot of documents, please put a list at the front

Documents underlined below you can get from your solicitor. Documents in bold below you can, if you cannot obtain them from anywhere else, get from the Registrar of Criminal Appeals.

The Unit **must** see:

In relation to a proposed appeal against conviction from the Crown Court

- Indictment
- Prosecution statements
- Your proof of evidence and proofs of any witnesses
- **Form NG (appeal against conviction form)**
- Advice of Counsel (if any)
- Grounds of appeal settled by Counsel (if any)
- **Transcript of Crown Court hearing which were put before the Single Judge of the Court of Appeal (if any)**
- **Written decision of the Single Judge of the Court of Appeal (if any)**
- Form renewing application for permission to appeal, or details of precisely whether an application for permission to appeal has been renewed and when
- **Any documents lodged with or received from the Court of Appeal (including any letters between the Court and trial Counsel or solicitors)**

In relation to a proposed appeal against sentence from the Crown Court:

- Indictment
- Prosecution statements
- Advice of Counsel (if any)
- Grounds of appeal settled by Counsel (if any)
- **Appeal form sent to the Court of Appeal**
- **Transcript of Crown Court hearing which were put before the Single Judge of the Court of Appeal (if any)**
- **Written decision of the Single Judge of the Court of Appeal (if any)**
- Form renewing application for permission to appeal, or details of precisely whether an application for permission to appeal has been renewed and when
- **Any documents lodged with or received from the Court of Appeal (including any letters between the Court and trial Counsel or solicitors)**
- Pre-sentence report (if any)
- Medical or psychiatric reports (if any)
- Criminal record form
- Copies of any letter relevant to mitigation, or character references, put before the Crown Court

In relation to other cases:

- Summons or indictment
- Note or transcript of any relevant Court decision in your case
- Any letters or opinions from solicitors, barristers or advisers giving advice about your case
- Any documents lodged with or received from a Court and which are strictly relevant to your application.

**Always send photocopies not original documents. Any documents supplied will be destroyed after closure of a file unless** it is indicated that an applicant wishes to recover papers from the Unit. Any such indication must be made **at the time of making the application or submitting any further documents**. Papers can be recovered by the applicant or an adviser to the applicant in person, by supplying a DX number, or by sending a cheque for postage. Papers must in any case be recovered within 6 weeks of the closure of a case by the Unit unless special arrangements are made with the Unit before this time.

Whilst this is the usual policy of the Unit, the Unit may be able to make different arrangement with applicants to the Unit who are in prison.

Please avoid sending faxes except where urgent. The Unit cannot normally accept faxes of more than 20 pages in length.

There are further information sheets available from the Unit specifying the documentation which needs to be provided for the following types of case:

- Defamation cases
- Employment cases
- Family cases (child)
- Family cases (financial)
- General
- Immigration cases
- Planning cases

Contact details:

Bar Pro Bono Unit, National Pro Bono Centre, 48 Chancery Lane, London, WC2A 1JF

Email: [enquiries@barprobono.org.uk](mailto:enquiries@barprobono.org.uk)

DX : 188 London Chancery Lane

Website: [www.barprobono.org.uk](http://www.barprobono.org.uk)