

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 a Home Office decision to refuse leave to remain in the UK/asylum

- *Home Office letter setting out reasons for the decision*
- Any **correspondence** between the Home Office and the claimant or claimant's legal advisors
- Any **written statements** submitted by the claimant
- Any **letters of support** from relatives or friends
- **Advice** of Counsel (if any)
- **Grounds of appeal/Skeleton arguments** settled by Counsel (if any)
- Any **recent determination** from the Tribunal
- In an *asylum claim* – **tribunal judgment** (if applicable)

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:

- Criminal cases
- Defamation cases
- Employment cases
- Family cases (child)
- Family cases (financial)
- General

- Immigration cases
- Planning cases

Contact details:

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