

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER { DATE \@ "d MMMM yyyy" } } {ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD "LINKNAME_TITLE_1" } { MERGEFIELD "LINKNAME_INITIALS_1" } { MERGEFIELD "LINKNAME_SURNAME_1" }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD "LINKNAME_TITLE_1" } { MERGEFIELD "LINKNAME_SURNAME_1" }

**Re: Crown Court: { MERGEFIELD TK_MAGCRT_ALL_TK_CRWN CRT_name }
Next Date: { MERGEFIELD TK_MAGCRT_ALL_TK_CRWNCRT_DT } at { MERGEFIELD TK_MAGCRT_ALL_TK_CRWNCRT_TM }**

I am writing to thank you for instructing us to represent you in relation to the charge of { MERGEFIELD MATTER_MATTER_DESCRIPTION } which you face and to confirm the outcome of your appearance in { MERGEFIELD TK_MAGCRT_INIT_TK_MAG_CRT_name } Court on { MERGEFIELD TK_MAGCRT_INIT_TK_MEG_CRT_DT }.

The charge you face can be dealt with in either the Crown Court or the Magistrates Court. However the Court felt that the case was too serious to be heard in the Magistrates Court and so the case was sent to the { MERGEFIELD TK_MAGCRT_ALL_TK_CRWN_CRT_name } with an initial hearing date of { MERGEFIELD TK_MAGCRT_ALL_TK_CRWNCRT_DT } at { MERGEFIELD TK_MAGCRT_ALL_TK_CRWNCRT_TM } when you need to attend. Please make sure you are at Court no later than 9.30 am.

You were released on bail which was { MERGEFIELD TK_BAIL_STATUS_TK_BAIL_STATUS }.

At the next hearing the Court will expect you to indicate what your plea is likely to be. You have already instructed us that [free text] OR Please come to the office for an appointment on { ASK appdate "Appointment Date?" \d " " } { appdate } at { ASK apptime "Appointment Time?" \d " " } { apptime } am/pm to discuss this with us.

I have now passed your file to our Crown Court team. They will instruct an Advocate to represent you and you will be met by the Advocate when you attend Court.

I have made an application for legal aid on your behalf. If I need you to produce any documents to support that I will write to you separately.

I am enclosing copy of our Terms of Business. This contains information which I am obliged to send to you, and also some information about your obligations in respect of bail.

I hope that all the above is clear but if you have any queries please do not hesitate to contact one of my colleagues in the Crown Court team at the office.

With best wishes

Yours Sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }