

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 }**

I am writing to thank you for instructing us to represent you in relation to the charge of [13]
which you faced and to confirm the outcome of your appearance in { MERGEFIELD
TK_MAGCRT_INIT_TK_MAG_CRT_name } on { MERGEFIELD
TK_MAGCRT_INIT_TK_MEG_CRT_DT }.

I spoke to you about the charge and the evidence I had seen. I advised you that [free text].

You instructed me that you would plead guilty to the charge and when the case was called
into Court that is what you did. I then presented your mitigation to the Court.

The Court decided that you should be sentenced by the Crown Court as it was felt that your
case was too serious to be sentenced in the Magistrates Court. You were therefore
committed to the { MERGEFIELD TK_MAGCRT_ALL_TK_CRWN_CRT_name } for
sentence. Your case will be heard in the Crown Court on { MERGEFIELD
TK_MAGCRT_ALL_TK_CRWNCRT_DT }when you will be produced.

You were remanded in custody because { MERGEFIELD
TK_BAIL_STATUS_TK_REFUS_BAIL }.

In the meantime you will be seen by the Probation Service who will prepare a Report for the
Judge who sentences you. This can make a big difference to the sentence you receive so it
is important for you to cooperate with the Probation Service.

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.

With best wishes

Yours Sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }