

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 } on { MERGEFIELD TK\_MAGCRT\_INIT\_TK\_MEG\_CRT\_DT }.

The charge you face can only be dealt with in the Crown 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 }**