

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 }

I am writing to thank you for instructing us to represent you in relation to the charge of { MERGEFIELD MATTER_MATTER_DESCRIPTION } 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 [81] Crown Court for sentence. Your case will be heard in the Crown Court on { MERGEFIELD TK_MAGCRT_G_TK_COMTAL_DT } at { MERGEFIELD TK_MAGCRT_G_TK_COMTAL_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 }.

In the meantime you will be sent an appointment to see 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 }