[home page](http://intranet.justice.gsi.gov.uk/laa/index.htm)

Criminal Cases Unit

VHCC Notification Request Form 2023

Instructions:

* Please answer all questions
* Where a question does not apply, please state N/A
* All information should be clear and legible
* Please use additional sheets if necessary
* Please submit a copy of the Representation Order(s) where granted
* If we have written to you, please quote our reference here: N­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Information | Details |

1. **Organisation Information**

|  |  |
| --- | --- |
| Organisation Name |  |
| Organisation Address |  |
| Primary contact details  Main Fee Earner  Telephone Email |  |
| Do you hold a Standard Crime Contract with the LAA OR have you been accredited to undertake VHCC Work in accordance with the 2022 VHCC Arrangements? If not, please refer to [the LAA Website](https://www.gov.uk/guidance/high-cost-cases-crime). |  |
| Do you have a proposed Supervisor who would meet the eligibility criteria (as appropriate) set out in the VHCC Arrangements 2022 for this case? If so, please provide their name. If not, please refer to [the LAA website](https://www.gov.uk/guidance/high-cost-cases-crime). |  |

1. **Client(s) Information**

|  |  |
| --- | --- |
| Total number of client(s) in this case instructing your organisation |  |
| Client name(s) |  |
| Client(s) date(s) of birth |  |
| Charge(s) against each client named above |  |
| Date of arrest |  |
| Date of charge |  |
| Date the client(s) instructed your organisation |  |
| Is the client(s) in custody? |  |
| If so what date does the custody time limit expire? |  |
| If the client(s) is not in custody, what was their location at the time of instruction? Please refer to the Distant Travel Rule in the [2022 VHCC Contract Guide](https://www.gov.uk/government/publications/high-cost-case-arrangements-and-contract-documents) on the LAA Website. |  |
| Date of Representation Order(s) for your client(s) (including any amendment orders) |  |
| Representation Order MAAT ref(s) |  |

1. **Court Information**

|  |  |
| --- | --- |
| Court |  |
| Case number (T number or URN if Court is using Common Platform) |  |
| Judge (if known) |  |
| Date of committal or transfer to the Crown Court |  |
| Stage of proceedings now reached (state if pre or post arraignment) |  |
| Date and nature of next hearing |  |
| Trial date (if known) |  |
| Court’s estimated trial length (where possible please obtain this information from the court) |  |
| Your estimated trial length (if this differs to court’s estimate above please detail reasons)[[1]](#footnote-2) |  |

1. **Case Information**

|  |  |
| --- | --- |
| Prosecuting Authority (including prosecution case manager, contact details and case reference number) |  |
| Names of all co-defendant(s) and name(s) and address(es) of their instructing organisation(s)) |  |
| Brief description of case (please state if the matter is placed in the terrorism list) |  |
| Breakdown of served documentation (please specify number of pages) | Statements:  Exhibits:  Interviews:  Unused:  Served digital material:  Unused digital material:  Other (please specify): |
| Further documentation to be served (if known) |  |
| Please detail your initial views on the likely category of the case (please refer to the VHCC Arrangements 2022) |  |

1. **Defence Team Information**

|  |  |
| --- | --- |
| Name, role and contact details of instructed advocate(s) (if applicable) |  |
| Have you applied, or are you likely to apply, for a KC |  |
| Date of instruction of advocate(s) |  |
| Work done to date (in terms of hours) |  |

1. **Exceptional Circumstances**

|  |  |
| --- | --- |
| Please detail any exceptional circumstances which should be taken into account when considering whether to classify the case as a VHCC. |  |

1. In the absence of a court estimated trial length please make every effort, based on the current information, to provide your own estimate. [↑](#footnote-ref-2)