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| **CONFIDENTIAL ANNEX FORM**  **This form should be used together with an appeal form for the Crown Court** |
| This is a confidential form. This means it will not be given to anyone except court staff. It helps us to find your case and will help the court tell you what is going to happen in your appeal. This form should be sent with your appeal form.  Section 1  **This section asks you for details about you**  **and your case.**  **Please fill in as much of this section as you can**    What is your full name?  What is your date of birth?  What is your address and postcode?  **WARNING!** – If you move address please let us know so we can still contact you about your case.    What is your telephone number?  What is your e-mail address?  The court will email you about your case unless you tell us not to.  Please watch out for emails from the court and answer them if you are asked for more information. If you have a solicitor, you don’t need to do this yourself.  Do you need your appeal heard urgently?  If YES please tell us why here (use more space if you need it):   |  | | --- | |  | |  | |  | |  | |  | |  | |
| Section 2  **Special Measures**  Online meeting with solid fillIf you are nervous about being in court with the person that the order was made against, you can ask to the court to let you have special measures. These can include:   * Being in a different room to the court and appearing on a video camera, * Sitting behind a large screen in the courtroom, or * Lawyers and judge removing their wigs and gowns. * If you have difficulties with understanding and communicating, the court may be able to book an intermediary to help you communicate in court.   Do you want to apply for special measures?  Yes No  If **YES**, please tell us why and what special measure you are asking for.  A judge will decide if you can have special measures.  If you are using this form, your information will only be shared with other people if the judge thinks that they need to know why you are asking for special measures.     |  | | --- | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| Section 3  You should now send this form to the Magistrates’ Court that dealt with your case. You should put it with your appeal form.  You can send your form by post or by email. The court details will be on any paperwork that you have been sent. You can also look up the address on the internet.  **What happens next?**    The Crown Court will write to you to tell you about your appeal.  All your information will be kept on the Crown Court system. |