|  |  |
| --- | --- |
| |  | | --- | | Request to magistrates’ court for evidence of a Bind Over for an alleged domestic abuse offence | |

|  |
| --- |
| *This example letter has been designed by the Ministry of Justice to be used to request evidence of a bind over Order which was made in connection with an alleged domestic abuse offence.*  *Information required is highlighted and instructions are italicised.* ***Please delete any unnecessary text and instructions (including this introduction) before sending.*** |

|  |  |
| --- | --- |
| Clerk to the Justices  [Magistrates’ Court Address] | [Your Address]  [Your E-mail (if applicable)]  [Your Contact telephone number] |

To whom it may concern,

I would like to request a copy of the bind over order, which was made in relation to an alleged domestic abuse offence, as the victim in the case concerned. The details of the case are as below.

|  |  |
| --- | --- |
| Name of person who is subject to bind over order: | [put full name] |
| Name of victim: | [put victim’s name here] |
| Date order was given: | [exact date should be put here if known but if not month and year may be sufficient to process] |

This is needed as evidence of domestic abuse in order that I can access legal aid for a private family case in accordance with the Legal Aid, Sentencing & Punishment of Offenders Act 2012. **I would therefore be grateful if this could be treated as a matter of urgency.**

*[Select one of the following two paragraphs below, and delete as appropriate - the photocopying fee can be waived if you are on benefits or on a low income]*

I enclose a cheque for £5 made payable to HM Courts & Tribunals Service. *[If you do not have a cheque book then call the court to see what their arrangements are for payment]*

*OR*

I enclose form [EX160](http://hmctsformfinder.justice.gov.uk/courtfinder/forms/ex160a-eng.pdf) as I wish to have the photocopying fee waived. As this request is for my access to legal aid as a victim of domestic abuse, I would be grateful if this waiver could be expedited.

I would be grateful if you could send the court order with details of the bind over to [state address where you wish this to be sent].

More information and guidance about the evidential requirements for legal aid can be found at <https://www.gov.uk/legal-aid/domestic-abuse>

Yours faithfully,

[Add your name here]