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| *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.*** |

|  |  |
| --- | --- |
| Court Clerk  [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.

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| 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.**

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]