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| |  | | --- | | Request for evidence of Court Order  with details of a ‘finding of fact’ | |

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| *This example letter has been designed by the Ministry of Justice to be used to request evidence of a Court Order with details of a ‘finding of fact’ from the magistrates’ court.*  *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 court order which details a finding of factof domestic abuse. The details of the case are as below.

|  |  |
| --- | --- |
| Name of perpetrator: | [put full name] |
| Name of victim: | [put victim’s name here] |
| Date order was made: | [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 two paragraphs below, and delete as appropriate - the fee for the photocopying 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](https://formfinder.hmctsformfinder.justice.gov.uk/ex160-eng.pdf) as I wish to have the fee waived. As this request is for my access to legal aid as a protective party for 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 ‘finding of fact’ 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]