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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 ‘protective injunction’.*  *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 the [order[[1]](#footnote-1)] that is in place, as the victim in the case concerned. The details of the case are as below.

|  |  |
| --- | --- |
| Name of person who is subject to protective injunction: | [put full name] |
| Name of victim: | [put victim’s name here] |
| Case number: | [the case number should be put here if known – this will greatly help to expedite the matter if you can provide the case number] |
| 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 protective injunction 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]

1. Examples of orders are non-molestation order/occupation order/forced marriage protection order however, this is not an exhaustive list of orders. [↑](#footnote-ref-1)