



Sufficient documents should be included with an application for Advocate to make a decision as to whether to assist a case or not. Please note that Advocate has no resources to help you gather documents.

- If the papers are very bulky (over 100 pages) it would be helpful if you make a selection of what seems the most important; but also provide a summary of what other documents exist, so that if we need more we can ask you for it
- Always put documents in date order – if there are a lot of documents, please put a list at the front

Documents underlined below you can get from your solicitor. Documents in bold below you can, if you cannot obtain them from anywhere else, get from the Registrar of Criminal Appeals.

Advocate **must** see:

In relation to a proposed appeal against conviction from the Crown Court

- Indictment
- Prosecution statements
- Your proof of evidence and proofs of any witnesses
- **Form NG (appeal against conviction form)**
- Advice of Counsel (if any)
- Grounds of appeal settled by Counsel (if any)
  
- **Transcript of Crown Court hearing which were put before the Single Judge of the Court of Appeal (if any)**
- **Written decision of the Single Judge of the Court of Appeal (if any)**
  
- Form renewing application for permission to appeal, or details of precisely whether an application for permission to appeal has been renewed and when
  
- **Any documents lodged with or received from the Court of Appeal (including any letters between the Court and trial Counsel or solicitors)**

In relation to a proposed appeal against sentence from the Crown Court:

- Indictment
- Prosecution statements
- Advice of Counsel (if any)
- Grounds of appeal settled by Counsel (if any)
- **Appeal form sent to the Court of Appeal**
  
- **Transcript of Crown Court hearing which were put before the Single Judge of the Court of Appeal (if any)**
- **Written decision of the Single Judge of the Court of Appeal (if any)**
  
- Form renewing application for permission to appeal, or details of precisely whether an application for permission to appeal has been renewed and when
  
- **Any documents lodged with or received from the Court of Appeal (including any letters between the Court and trial Counsel or solicitors)**
  
- Pre-sentence report (if any)
- Medical or psychiatric reports (if any)
- Criminal record form
- Copies of any letter relevant to mitigation, or character references, put before the Crown Court

In relation to other cases:

- Summons or indictment
- Note or transcript of any relevant Court decision in your case
- Any letters or opinions from solicitors, barristers or advisers giving advice about your case
  
- Any documents lodged with or received from a Court and which are strictly relevant to your application.

**Always send photocopies not original documents. Any documents supplied will be destroyed after closure of a file unless** it is indicated that an applicant wishes to recover papers from Advocate. Any such indication must be made **at the time of making the application or submitting any further documents**. Papers can be recovered by the applicant or an adviser to the applicant in person, by supplying a DX number, or by sending a cheque for postage. Papers must in any case be recovered within 6 weeks of the closure of a case by Advocate unless special arrangements are made before this time.

Whilst this is our usual policy, we may be able to make different arrangements with applicants who are in prison.

Please avoid sending faxes except where urgent. We cannot normally accept faxes of more than 20 pages in length.

## **DEFAMATION Documents to be included with an application (defamation)**

Sufficient documents should be included with an application for Advocate to be able to make a decision as to whether to assist a case or not.

- If the papers are very bulky (over 100 pages) it would be helpful if you make a selection of what seems the most important; but also provide a written summary of what other documents exist, so that if we need more we can ask you for it.
- Always put documents in date order.

What is required will depend upon whether court proceedings have been started.

Where proceedings have not yet started Advocate must be provided with the following:

- A written account of **what** has been said, written, broadcast or otherwise published.
  - If the complaint is about speech then there will need to be a written statement from someone who heard the words being spoken.
  - If the complaint is about writing then please provide a copy or printout of the newspaper article, letter, report, website posting (not just a link to the web address/URL) or other written content.

If the complaint is about a TV or radio broadcast then please provide a written transcript.
- Full details of exactly **to whom** the publication has been made and how you know that any particular person heard or read it.
- Full details of what **harm** has been done or is likely to reputation, including any **specific financial losses** caused by the publication.
- Full details of any **additional** known facts or circumstances that may have made the allegations seem worse, or caused additional upset or distress.

- A written explanation as to the **truth** (or not) of the allegations.
- A written explanation about the **circumstances** in which the allegations were made: private meeting, private letter, official report, police report, newspaper article etc.
- If the allegations were made in the media (newspaper, TV, radio, Internet news site), full details of any approach made prior to publication for **comment**.
- A copy of any written **complaint** that has been made, or a written note of any complaint made orally.
- A copy of any written **response** that has been received, or a written note of any response.
- Copies of any letters or opinions from solicitors, barristers or other advisers giving **advice** about the case.
- Copies of any **offers** to apologise, retract or settle the case that have been made, and any response.

Where proceedings have started Advocate **must be provided in addition to the above with copies of the following:**

- **Claim Form** and **Particulars of Claim** (submitted to court by the Claimant).
- **Defence** (submitted to court by the Defendant)
- **Reply** (submitted to court by the Claimant).
- Any **Orders** made by the court, including **Notice of Allocation, Order for Directions**, incorporating any dates for compliance with timetable, deadlines etc.
- **Skeleton Arguments** (if any), with any **Case Summaries**, or **Chronologies** that have been filed at court.
- All **Applications** or other **Forms** filed at court.
- **Statements** or **Affidavits** (but without any of the exhibits, to start off with).

For appeals to a **Judge** or the **Court of Appeal** Advocate **must be provided with** the following:

- The reasoned decision i.e. the written **Judgment** or a transcript if the judgment was given orally, of the lower court appealed against (e.g. a High Court Master or Judge).
- Any **Orders** made by the lower court, including the order recording the result of the judgment.
- Any completed **Appellant's Notice, Grounds of Appeal, Respondent's Notice** that has been filed at court.
- Any **document** (including witness statement or exhibit) that is referred to in the judgment, or which was not referred to but you think is important.
- If it is not too bulky, any **hearing bundle** that was before the court.

**Note:** strict time limits apply for appeals. Until an applicant has been informed of the name of the Panel barrister who has agreed to assist, the applicant must ensure that the time limits are complied with and if necessary an extension of time obtained from the court.

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## EMPLOYMENT Documents to be included with an application (employment)

Sufficient documents should be included with an application for the Unit to be able to make a decision as to whether to assist a case or not.

- If the papers are very bulky (over 100 pages) it would be helpful if you make a selection of what seems the most important; but also provide a summary of what other documents exist, so that if we need more we can ask you for it.
- Always put documents in date order.

What is required will depend upon whether proceedings have been started in the Employment Tribunal.

Where proceedings have not yet started the Unit must be provided with copies of the following:

- The relevant documents such as contractual documents, correspondence, notes of meetings etc.
- The charge letter and/or dismissal letter (if the matter relates to unfair dismissal, the dismissal/charge letter).
- Payslips (if the matter relates to non-payment of wages).

Where proceedings have started the Unit **must be provided with copies of the following:**

- **Notification to ACAS** that you wish to start a claim and confirmation that you have the legal address of your employer.
- **ACAS Certificate** (if provided)
- The **ET1 form** (the form used to begin proceedings) with any further
- The **ET3 form** (the employer response)
- A copy of any **Orders** made by the **Employment Tribunal**
- Skeleton Arguments (if any)
- The relevant documents such as contractual documents, correspondence, notes of meetings etc.
- If witness statements have been drafted they should be provided

If proceedings have not been started, all relevant documents (as above) should be provided so that a proper view of the merits can be obtained and, if appropriate, tribunal documentation drafted.

For appeals to the **Employment Appeal Tribunal and Court of Appeal** the Unit **must be provided with** the following:

- The decision of the **Employment Tribunal or Employment Appeal Tribunal (EAT)**
- Any **Orders** made by the **Employment Tribunal, EAT or Court of Appeal (including the Reasons for the decision)**
- The **ET1, ET3, EAT1** (form to appeal against an Employment Tribunal order) and **EAT3** (form to respond to an appeal when asked to do so).
- If appealing to the **Court of Appeal, the Application Notice and Grounds of Appeal, and Response to the Application Notice.**
- Any witness statements
- The tribunal bundle or if it is very bulky, the most relevant documents

**Note:** strict time limits apply for applications to the Employment Tribunal and for appeals to the EAT and Court of Appeal. Until an applicant has been informed of the name of the Panel barrister who has agreed to assist, the applicant will be responsible for ensuring that the time-limits are complied with.

**Always send photocopies not original documents. Any documents supplied will be destroyed after closure of a file unless** it is indicated that the applicant wishes to recover papers from the Unit. Any such indication must be made **at the time of making the application or submitting any further documents.** Papers can be recovered by the applicant or an adviser to the applicant in person, by supplying a DX number, or by sending a cheque for postage. Papers must in any case be recovered within 6 weeks of the closure of a case by the Unit unless special arrangements are made with the Unit before this time.

Please avoid sending faxes except where urgent. We cannot normally accept faxes of more than 20 pages in length.

Sufficient documents should be included with an application for Advocate to make a decision as to whether or not to assist in your case. Set out below are lists of those documents which you should send depending on the whether your case is one in which a court has made a final decision or whether it concerns an appeal from a final decision. Please note that Advocate has no resources to help you gather documents.

- If the papers are very bulky (over approximately 150 pages) it would be helpful if you make a selection of what seems the most important; but also provide a summary of what other documents exist, so that if we need more we can ask you for it
- Always put documents in date order – if there are a lot of documents, please put a list at the front

Documents you should send in relation to a case in which a court has not made a final decision:

- All Applications and Forms filed at court
- Orders (all Orders made to date in the case)
- Statements and Affidavits (without any of the documents attached or exhibited)
- Other documents, such as Case Summaries, Case Synopses, Chronologies, Schedules and Skeleton Arguments, as filed with the Court (or as prepared even if not filed with the Court)
- All Reports from Medical or other Experts, Cafcass and the Children and Family Reporter
- Advice of Counsel/Attendance Notes of Advice given by Counsel or Solicitors (if any)
- Offers to settle the case and Responses
- Monthly expenditure exceeds income

In relation to an appeal against an order:

- Applications
- Orders
- A note or transcript of the Judgment, or Judgments if more than one, being appealed
- Grounds of appeal (if any) or the reasons why it is said that an appeal is justified
- Case Summaries, Case Synopses, Chronologies, Schedules, Skeleton Arguments and other similar documents as filed with the Court (both for the hearing which resulted in the judgment(s) being appealed and any filed for the appeal itself)
- A Note or transcript of any hearing before the Appeal Court, in particular on any application for permission to appeal
- Advice of Counsel/Attendance Notes of Advice given by Counsel or Solicitors (if any)

- Offers to settle the case and Responses

**Always send photocopies not original documents. Any documents supplied will be destroyed after closure of a file unless** it is indicated that an applicant wishes to recover papers from Advocate. Any such indication must be made **at the time of making the application or submitting any further documents.** Papers can be recovered by the applicant or an adviser to the applicant in person, by supplying a DX number, or by sending a cheque for postage. Papers must in any case be recovered within 6 weeks of the closure of a case by Advocate unless special arrangements are made before this time.

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## **FAMILY** Documents to be included with **(Financial)** an application (family: financial)



Sufficient documents should be included with an application for Advocate to make a decision as to whether or not to assist in your case. Set out below are lists of those documents which you should send depending on whether (i) the financial application(s) has been decided by a court at a final hearing or (ii) your case concerns an appeal from an order made at a final hearing. Please note that Advocate has no resources to help you gather documents.

- If the papers are very bulky (over approximately 150 pages) it would be helpful if you make a selection of what seems the most important; but also provide a summary of what other documents exist, so that if we need more we can ask you for it
- Always put documents in date order – if there are a lot of documents, please put a list at the front

In relation to a **financial application which has not yet been decided by a court at a final hearing:**

- **All Application Notices**
- **All Orders made by the court**
- **Forms E, E1 and E2** (but not the documents attached to the Forms)
- Any forms such as those listed [here](#) on the Ministry of Justice website.
- **Schedules/Lists of Assets and liabilities** which have been prepared, if any.
- *Statements of Issues, Chronologies, Case Summaries and Skeleton Arguments* as filed with the Court (or as prepared even if not filed with the Court)
- Questionnaires
- Replies to Questionnaires (but not the documents disclosed with the Replies except for any considered essential to a proper understanding of the case)
- Other Statements/Affidavits

- **Expert Reports** (such as valuations of properties, businesses or pensions)
- **Advice** of Counsel/Attendance Notes of Advice given by Counsel or Solicitors (if any)
- **Offers and Responses**

In relation to an **appeal against a financial order**:

- **Applications**
- **Forms E, E1 and E2**
- **Orders**
- The **Judgment or Judgments**, if more than one, being appealed
- *Statements of Issues, Chronologies, Case Summaries and Skeleton Arguments* as filed with the Court (both for the hearing which resulted in the judgment(s) being appealed and any filed for the appeal itself)
- **Grounds of appeal** (if any) or the reasons why it is said an appeal is justified
- A **Note** or **transcript** of any hearing before the Appeal Court, in particular on any application for permission to appeal
- **Advice** of Counsel/Attendance Notes of Advice given by Counsel or Solicitors (if any)
- **Offers and Responses**

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**GDC Documents to be included with an  
fitness application (General Dental Council –  
to Fitness to Practice)  
practice**

Sufficient documents should be included with an application for Advocate to make a decision as to whether to assist a case or not.

- If there are more than 100 pages of papers please make a selection of what seems the most important; and provide a summary of what other documents exist.
- Always put documents in date order – if there are a lot of documents, please put a list at the front

Advocate **must** see:

- Anything the registrant has submitted to the GDC (observations at any stage, information pertaining to indemnity, current employment)
- Notice of investigation letter (rule 4 letter)
- Notice(s) of hearing
- Decision of the Case Examiners
- Determination from the Interim Orders Committee
- Determination from the Practice Committee
- Bundles for the Case Examiners/Practice Committee/Interim Orders Committee

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- If there are more than 100 pages of papers please make a selection of what seems the most important; and provide a summary of what other documents exist.
- Always put documents in date order – if there are a lot of documents, please put a list at the front

Advocate **must** see:

- All court or tribunal papers, including Court orders and judgments
- Any letters or opinions from solicitors, barristers or advisers giving advice about the case
- Key correspondence with any other person(s) involved, or their solicitors
- Where assistance is requested with an appeal, a copy of the transcript of judgment from the court below
- Where advice is required about a contract or formal document, a full copy of the contract / document.
- Where there is a dispute with an employer, the application should include the contract of employment or, if there isn't one, the letter of appointment or any handbook, company rules etc.

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## IMMIGRATION Documents to be included with an application (immigration)

Sufficient documents should be included with an application for Advocate to make a decision as to whether to assist a case or not. Please note that Advocate has no resources to help you gather documents.

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- Always put documents in date order – if there are a lot of documents, please put a list at the front

Documents underlined below you can get from your solicitor. Documents in bold below you can, if you cannot obtain them from anywhere else, get from the Registrar of Criminal Appeals.

Advocate **must** see:

In relation to a proposed appeal against a Home Office decision to refuse leave to remain in the UK/asylum:

- *Home Office letter setting out* **reasons for the decision**
- Any **correspondence** between the Home Office and the claimant or claimant's legal advisors
- Any **written statements** submitted by the claimant
- Any **letters of support** from relatives or friends
- **Advice** of Counsel (if any)
- **Grounds of appeal/Skeleton arguments** settled by Counsel (if any)
  
- Any **recent determination** from the Tribunal
- In an *asylum claim* – **tribunal judgment** (if applicable)

**Always send photocopies not original documents. Any documents supplied will be destroyed after closure of a file unless** it is indicated that an applicant wishes to recover papers from Advocate. Any such indication must be made **at the time of making the application or submitting any further documents**. Papers can be recovered by the applicant or an adviser to the applicant in person, by supplying a DX number, or by sending a cheque for postage. Papers must in any case be recovered within 6 weeks of the closure of a case by Advocate unless special arrangements are made before this time.

Whilst this is our usual policy, we may be able to make different arrangements with applicants who are in prison.

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Sufficient documents should be included with an application for Advocate to make a decision as to whether to assist a case or not.

- If there are more than 100 pages of papers please make a selection of what seems the most important; and provide a summary of what other documents exist.
- Always put documents in date order – if there are a lot of documents, please put a list at the front

In relation to **Judicial Review** Advocate **must** see:

- Copy of the decision being challenged and any related decisions
- Explanation as to why the applicant feels the decision was unlawful
- If there is a delay in bringing judicial review, reasons for the delay.
- If the decision raises issues regarding facts, documents which prove these facts
- Whether any alternative remedies have already been pursued
- All court or tribunal papers, including Court orders and judgments
- Any letters or opinions from solicitors, barristers or advisers giving advice about the case
- Key correspondence with any other person(s) involved, or their solicitors

**Always send photocopies not original documents. Any documents supplied will be destroyed after closure of a file unless** it is indicated that an applicant wishes to recover papers from Advocate. Any such indication must be made **at the time of making the application or submitting any further documents**. Papers can be recovered by the applicant or an adviser to the applicant in person, by supplying a DX number, or by sending a cheque for postage. Papers must in any case be recovered within 6 weeks of the closure of a case by Advocate unless special arrangements are made before this time.

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**NEGLIGENCE Documents to be included  
with an application  
(negligence)**

Sufficient documents should be included with an application for Advocate to make a decision as to whether to assist a case or not.

- If there are more than 100 pages of papers please make a selection of what seems the most important; and provide a summary of what other documents exist.
- Always put documents in date order – if there are a lot of documents, please put a list at the front

Advocate **must** see:

- All court or tribunal papers, including Court orders and judgments
- Any letters or opinions from solicitors, barristers or advisers giving advice about the case
- Key correspondence with any other person(s) involved, or their solicitors
- Where assistance is requested with an appeal, a copy of the transcript of judgment from the court below

If available, please also supply:

- A detailed statement of your evidence (including information concerning the service that you received, and its effect on you)
- Any documents or statements that can be used as evidence
- Documents relating to loss of earnings
- Documents relating to any property damage
- Evidence of travelling expenses
- Documents relating to the cost of the service
- Relevant contractual documents
- A negligent professional's (for example, a solicitor) file of papers – including relevant documents, letters and attendance notes
- Copies of clinical notes and records (if applicable)
- Photographic evidence of any injuries incurred

**Always send photocopies not original documents. Any documents supplied will be destroyed after closure of a file unless** it is indicated that an applicant wishes to recover papers from

Advocate. Any such indication must be made **at the time of making the application or submitting any further documents**. Papers can be recovered by the applicant or an adviser to the applicant in person, by supplying a DX number, or by sending a cheque for postage. Papers must in any case be recovered within 6 weeks of the closure of a case by Advocate unless special arrangements are made before this time.

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## PLANNING

# Documents to be included with an application (planning)

Sufficient documents should be included with an application for Advocate to make a decision as to whether to assist a case or not.

- If the papers are very bulky (over 100 pages) it would be helpful if you make a selection of what seems the most important; but also provide a summary of what other documents exist, so that if we need more we can ask you for it
- Always put documents in date order – if there are a lot of documents, please put a list at the front

Advocate **must** see:

- A full copy of any decision of an Inspector or of the Secretary of State. Where there has been any such decision it is essential that this full copy document is provided to Advocate immediately.
- All court or tribunal papers where there are already proceedings, including Court orders and judgments
- Any letters or opinions from solicitors, barristers or advisers giving advice about the case
- Key correspondence with any other person(s) involved, or their solicitors

**Always send photocopies not original documents. Any documents supplied will be destroyed after closure of a file unless** it is indicated that an applicant wishes to recover papers from Advocate. Any such indication must be made **at the time of making the application or submitting any further documents.** Papers can be recovered by the applicant or an adviser to the applicant in person, by supplying a DX number, or by sending a cheque for postage. Papers must in any case be recovered within 6 weeks of the closure of a case by Advocate unless special arrangements are made before this time.

Whilst this is our usual policy, we may be able to make different arrangements with applicants who are in prison.

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# **PROFESSIONAL** Documents to be included with an advocate **DISCIPLINARY** application (Professional Disciplinary)

Sufficient documents should be included with an application for Advocate to make a decision as to whether to assist a case or not. Please note that Advocate has no resources to help you gather documents.

- If the papers are very bulky (over 100 pages) it would be helpful if you make a selection of what seems the most important; but also provide a summary of what other documents exist, so that if we need more we can ask you for it
- Always put documents in date order – if there are a lot of documents, please put a list at the front

Advocate **must** see:

- A chronology of events
- All correspondence from internal investigation
- All correspondence from regulatory investigation
- Please explain if you were represented by a Union Workplace Representative or privately and the outcome.
- All court or tribunal papers, including Court orders and judgments
- Any letters or opinions from solicitors, barristers or advisers giving advice about the case
- Where assistance is requested with an appeal, a copy of the transcript of judgment from the court
- Where advice is required about a contract or formal document, a full copy of the contract / document.
- Where there is a dispute with an employer, the application should include the contract of employment or, if there isn't one, the letter of appointment or any handbook, company rules etc.

**Always send photocopies not original documents. Any documents supplied will be destroyed after closure of a file unless** it is indicated that an applicant wishes to recover papers from Advocate. Any such indication must be made **at the time of making the application or submitting any further documents.** Papers can be recovered by the applicant or an adviser to the applicant in person, by supplying a DX number, or by sending a cheque for postage. Papers must in any case be recovered within 6 weeks of the closure of a case by Advocate unless special arrangements are made before this time.

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- If the papers are very bulky (over 100 pages) it would be helpful if you make a selection of what seems the most important; but also provide a summary of what other documents exist, so that if we need more we can ask you for it
- Always put documents in date order – if there are a lot of documents, please put a list at the front

Advocate **must** see:

- All **court or tribunal papers**, including **Court orders** and **judgments**
- Any letters or opinions from solicitors, barristers or advisers giving **advice** about the case
- Key correspondence with any other person(s) involved, or their solicitors
- Where assistance is requested with an appeal, a copy of the **transcript** of judgment from the court below

If available, please also supply:

- **Death certificate**
- **Will** and **any codicil**
- **Grant of Probate** or **Letters of Administration**
- Other **relevant documents** relating to the dispute e.g. executor's renunciation, citation, caveat
- **Inheritance Tax affidavit**
- **Estate account**

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