

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.

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

Information sheets are available specifying the documentation which needs to be provided for the following types of case:

- Criminal cases
- Defamation cases
- Employment cases
- Family cases (child)
- Family cases (financial)
- General
- Immigration cases
- Judicial Review cases
- Planning cases
- Professional Disciplinary cases
- Wills & Probate cases

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**Advocate** The National Pro Bono Centre,  
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