

## HOW TO USE THE CRIMINAL LAW PROFORMA LETTERS

*These will help you and our staff save time by ensuring that you give us the relevant information when we need it.*

### Urgent bail request

Use this when bail is required but there is no time to apply formally for aid before the bail hearing. We will fax you a response as soon as possible. Note: **Any grant of aid in response to this form is subject to your client qualifying for aid in due course.**

### Simple guilty plea request

Send this with the legal aid application form when your client seeks aid for a **simple guilty plea**, or when he/she needs initial guilty plea funding but may subsequently need an extension of aid to defend the matter. (In that case, you will also need to apply later for an extension of funding.).

### Guilty plea request (where expert report(s) required)

Use this to support your client's application for legal aid for a guilty plea where you consider an expert report or reports should be obtained for submissions. Attach it to the legal aid application form.

### Defended matter request

Send this with the legal aid application form when your client applies for aid for a matter that has already been listed for trial **and** for which there is, in your opinion, a meritorious defence.

### Proceeding to trial advice

Send this when aid has already been granted for a guilty plea but your client **now needs aid for trial** because

- there is a meritorious defence, and
- it has become apparent that the prosecution will proceed, and
- no reasonable resolution can be negotiated.

### Appeal request

Use this when your client wishes to appeal against conviction, sentence or both. You must attach to this letter

- 1 **a copy of the judgment** and/or **sentencing remarks** and/or **relevant sections of the transcript**, AND
- 2 where counsel was briefed at trial, **counsel's comments**, if any, on the prospects of a successful appeal. If counsel has sent you written comments, please enclose these; if counsel has advised you by telephone or in person, you will need to send your typed file note of this advice.