

CJH Solicitors incorporating Greenhill Cooper

119 Osmaston Road, Derby DE1 2GD

Tel 01332 362509

Fax 01332 362574

PRISON LAW SPECIALISTS

Please complete the relevant sections of this form and return it to us as soon as possible. The information you provide will help us to decide the immediate steps to take to advise you and progress your case. Do not hesitate to provide additional information you think may be relevant.

Please note you may also need to complete and return the following to us with this form -

- Legal Aid (Advice and Assistance) application forms.
- An authority for the release of papers by the prison authorities and/or Parole Board.

We ask you to complete this form to try to save time. If you would prefer to speak to a solicitor please contact us and we will arrange a legal visit.

Your name	
Prison number	
Prison	
Date of birth	
Remanded or convicted	
Offence(s) for which remanded or sentenced	
Categorisation (A, B, C or D)	

Do you require advice in relation to release on parole?
If **YES** please complete Section A.

YES/NO

Do you require advice in relation to licence recall?
If **YES** please complete Section B.

YES/NO

Do you require advice in relation to an adjudication?
If **YES** please complete Section C.

YES/NO

Do you have any other type of prison law problem?
If **YES** please complete Section D.

YES/NO

Section A

Release on Parole

1. Please tick one of the following boxes. Are you serving -

4 years or more for a violent or sexual offence?

An extended sentence?

A term of imprisonment for protection of the public (IPP)?

A life sentence?

None of the above?

2. When were you sentenced?

3. What is the length of your sentence or minimum term?

4. What is the date of the relevant offence(s)?

5. Have you received a dossier? If yes when did you receive it?

6. Is this your first parole review for this offence?

Additional information

Section B

Licence Recall

1. When were you recalled to prison?

2. Have you been served with the recall dossier or written reasons?

YES/NO

3. Are you serving an extended sentence?

YES/NO

4. Are you on a fixed term recall (28 days)?

YES/NO

5. Do you have any outstanding criminal cases?

YES/NO

If you answered YES to question 5 please state

- the charges
- date of hearing
- the court
- the solicitor who is acting for you

Additional information

Section C
Adjudications

1. When is the adjudication due to take place?

2. If you have already appeared before a Governor when did this take place?

3. Is the hearing before a Governor/Director or an independent adjudicator?

4. What offence(s) have you been charged with? (please forward Form F1127 if available)

5. Please provide an outline of the allegations made against you.

6. Do you have any witnesses? If yes please provide names and prison numbers if they are prisoners.

Section D

Other prison law matters

1. Please outline the nature of your complaint or concern.

2. Have you made an internal complaint to the prison on Form Comp1?

YES/NO

3. If you answered YES to question 2 -

- When did you make the complaint?
- To whom was it made?
- What was the response?

If you have a copy of the complaint and/or response please forward it with this form.

Additional information
