

How to apply for our help...

Personal details:

Name: Prison Number:

Prison Name & Address:

.....

Date of birth...../...../..... Gender (male/female/how you choose to identify).....

Nationality (UK/other)

We need your permission to help you

The security of your personal information and data is important to us. Under the General Data Protection Regulation (GDPR) we are required to obtain your consent for the various ways we wish to use your data. You also have the right to withdraw consent at any time and to ask that we amend or delete the data you provide to us. We only intend to use your personal information to communicate with you and to review any documents that you submit to us to assess your case.

Do you consent to INSIDE JUSTICE retaining your data for the purposes of investigation and for contacting you about your case. YES/NO

Was your trial heard in a court in England / Wales? YES/NO

Do you have at least 5 years of your sentence left to serve? YES/NO

Anyone who has wrongfully received a life sentence can apply to us.

IF YOU ANSWERED "NO" TO EITHER OF THESE QUESTIONS, PLEASE DO NOT APPLY TO US OR SEND US PAPERWORK. WE CANNOT RETURN IT.

IF YOU CURRENTLY HAVE A SOLICITOR OR BARRISTER WORKING ON YOUR CASE, PLEASE DO NOT APPLY TO US. ASK THEM TO WRITE TO US.

Case details:

What was the date of your trial?

Which court was it held at?

Who was your trial solicitor?

NAME:.....

ADDRESS:.....

.....

CONTACT NUMBER: EMAIL:

Index offence:

What crime have you been convicted of?

What sentence did you receive?

Previous convictions:

Please state what for and when you were convicted.

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.....

Family member / friend details:

For us to contact for more information.

NAME:

ADDRESS:

.....

CONTACT NUMBER: EMAIL:

The offence:

What can you remember of the events around the time of the alleged offence(s)?

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.....

It is very important to include dates, times and days of the week, and any potential witnesses:

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.....

Were you going about your normal routine or was this an isolated event?

If you did change your normal routine, please explain why:

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What did the prosecution claim you did that made you guilty?

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What did your defence team say to show you were innocent?

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What went wrong:

Why you think you are a victim of miscarriage of justice?

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Do you believe there is any material which was not disclosed to you before the trial?

Was any evidence withheld, lost or contaminated in storage?

If so, what is it and why do you believe the material exists?

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NEW EVIDENCE (This is very important for applications to the CCRC):

Have you potentially identified any **new** witnesses, further forensic material, photographic or CCTV evidence or any other possible suspects to assist your case. Please give details:

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What **new** enquiries do you think INSIDE JUSTICE could make on your behalf and why?

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Help with your case:

Have you appealed against your conviction?	YES/NO
Have you asked the CCRC to review your case?	YES/NO
Have you applied to any University Innocence Projects?	YES/NO
Would you be prepared to undergo a lie-detector test?	YES/NO
Would you like publicity for your case?	YES/NO

Documents: Please enclose copies of as many of these as you can get

Trial Judge's Summing Up	enclosed? YES /NO
Advice on Appeal	YES/NO
Grounds of Appeal or Appeal Judgment	YES /NO
CCRC Statement of Reasons	YES/NO
Defence Case Statement	YES/NO

If you do not have copies, please ask your solicitor/previous solicitors if they have a copy which they can send to us. If you are told NONE of these documents exist, ask whether there is a document which has been produced by the court or the prosecution or the defence which provides an overview of the what happened at the trial. This might be a transcript of the Prosecution or Defence Opening Speech or the Agreed Facts. If there is still no document that you can send, do your best to identify on the form how you think we can help with your case.

All papers and documents will be returned to you or to a nominated person.

Your authority:

I have completed the above form to the best of my ability and hereby give permission for members of the Inside Justice team to discuss my case with my legal representatives, past and present, members of the CCRC and any other individuals and organisations they consider necessary.

In addition, I authorise Inside Justice to serve this form on any person, private organisation or public body that holds information on my case that Inside Justice feels will be helpful to have copies of to progress their enquiries.

I understand that by requesting and authorising Inside Justice to work on my case I am also giving them 'first refusal' to appoint a barrister to act on my behalf as and when it is required, even if I have an existing solicitor.

By signing and returning this form to Inside Justice, I agree that Inside Justice, its CEO, Louise Shorter, its staff, and members of its professional Advisory Panel, may have access to all information which is relevant to my conviction and imprisonment.

Name: Prison Number:

Signed: _____ Date: ____/____/____

I authorise Inside Justice to use any information about me personally or details of my case as it relates to my criminal conviction for either for publicity to assist Inside Justice in furthering their enquiries into my case, or to support fundraising, publicity or marketing for Inside Justice if they consider it will assist the Charity.

Signed: _____ Date: ____/____/____

Witnessed: _____ Date: ____/____/____

Print Name:..... Prison Number or Profession :.....

Address:.....

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Applicant Engagement Agreement

This agreement is drawn up between *Inside Justice* and the Applicant.

1. Applicants must be clear that full, unfettered disclosure by the applicant to *Inside Justice* is required at all times. If any information relevant to the index offence or matters which impact on the credibility of the applicant is discovered by *Inside Justice* which has not been forthcoming from the applicant, the case will be closed.
2. *Inside Justice* is a charity which is not bound by legal professional privilege between a prisoner and his/her legal team. This means that if you apply to *Inside Justice* you do so in the full knowledge that *Inside Justice* may voluntarily share information and/or evidence with whomever it chooses even if that information undermines the applicant's protestations of innocence.
3. Applicants should not authorise *Inside Justice* to investigate their case unless it is fully understood and accepted that whatever information the charity is aware of, it is at liberty to share as it sees fit. Signature of this document indicates full understanding and authority to proceed on these terms by the applicant. If this issue is not understood, the document should not be signed and further questions can be asked by the applicant.
4. *Inside Justice* will expect, as a matter of routine, to share information and evidence it has discovered with the applicant's legal team (current and future).
5. *Inside Justice* reserves the right to make additional disclosures to bodies beyond the applicant's legal team if the Trustees deem that the interests of justice require it. In these circumstances, disclosure by *Inside Justice* may not be restricted to parties working on behalf of the applicant but may include criminal justice agencies such as: The Crown Prosecution Service, the police; the Criminal Cases Review Commission and the Court of Appeal (Criminal Division). Information may be shared with these agencies, or others, either during an active *Inside Justice* investigation or subsequently - after the case is closed by the applicant or by the charity.

Signed by the Applicant:

Print Name:

Date:

Thank you for completing this form. Please post it, with your documents, to:

insidejustice, One Business Village, West Dock Street, Kingston upon Hull, East Yorkshire HU3 4HH

or via email at: info@insidejustice.co.uk 02039 618790 www.insidejustice.co.uk

You can keep the following pages from this INFORMATION SHEET for your own records

How to find your paperwork

There are various people to ask for your paperwork if you do not already have it:

- i. your trial and/or appeal solicitor
- ii. the court where your trial was heard and ask them for the name and address of the “Transcription Service” which keeps records. You will then need to write to them separately to ask for the papers you require.
- iii. the Criminal Cases Review Commission

Contacting your solicitor is always the first action to take. They, or your barrister, might already have a copy of the documents you need and should provide it to you free of charge, or for a minimum photocopy charge.

Transcription Services are contracted by each court to record and retain transcripts of proceedings from the trial. They are only legally required to keep transcripts from trials for 5 or 7 years depending on the crime type. Some transcription services do keep records beyond these minimum time periods though, so it is always worth checking with them. Transcription services are commercial companies and make a charge for transcripts they supply. *Inside Justice* does not have a budget to routinely pay these costs. Legal Aid may be obtained by your solicitor to cover the cost or, if that is denied, some applicants ask their friends and family, who may need to do some fundraising on your behalf.

If your case was heard at the Court of Appeal or Supreme Court, you may find a copy of the Judgment online. You could ask a family member, friend or somebody from within the prison library or education department to look for you.

If your case has been reviewed by the CCRC, they will have produced a Statement of Reasons. You will have been supplied with a copy of this when their decision was made. If you have lost it, contact them to ask for another copy. You could also ask them if they can let you have copies of any of the other documents you need.

Sending the application

Once we have received the paperwork, we will then undertake an assessment to identify whether there is enough scope within your case for a Caseworker to be assigned. You will receive a letter from us at this point which will outline the next steps.

The kinds of cases we take on

At *Inside Justice*, our greatest asset is our Advisory Panel of experts. We have brought together a world-class collection of scientists, lawyers, investigators, journalists and experts who review cases. We are looking for cases where scientific evidence could be tested using the latest techniques or where investigation methods, techniques and results are reviewed in order to identify whether information has not, for instance, been disclosed properly. We are always asking: what could we actually *do* and *if we did it, does it have the potential, legally, to make a difference.*

We do NOT deal with:

1. complaints primarily about your sentence. We do not help with sentencing issues or legal questions about the charge. If you want help in this regard you could consider writing separately to the prisoners' newspaper *Inside Time*.
2. complaints primarily about the service you received from your legal team. Complaints of this nature should be addressed to the Solicitors' Regulation Authority (The Cube, 199 Wharfside Street, Birmingham, B1 1RN) or the Legal Ombudsman (Edward House, King Edward's Square, Birmingham B1 2RA).
3. Scottish cases which are out of our legal jurisdiction. You may want to apply to the Scottish Criminal Cases Review Commission (17 Renfield St, Glasgow G2 5AH).

January 2020