

Name  
Address line 1  
Address line 2  
Address line 3  
Address line 4 Postcode

Date Month Year

Our ref: xxxx  
Your ref: xxxx

Direct line: xxxx

Dear Sir/Madam

**Sent/Transfer and Advice cases worth less than £5,000**

**R v [DEFENDANT'S NAME]**

I am writing concerning the fees to be paid in respect of the request for [TYPE OF WORK] in the above named case.

The document 'Terms of Appointment' sets out in detail the fee scheme under which counsel will be paid and what is expected from counsel in the preparation of the case and invoicing of fees. A copy of the Very High Cost Case fee scheme 'Terms of Appointment' is available at [Very High Cost Cases - Terms of Appointment | The Crown Prosecution Service](#).

The reviewing lawyer has determined the hourly rate to be paid for preparation by applying the Fee Selection Criteria at Annex A of the Terms of Appointment document. The hourly rate has been determined at [RATE].

The reviewing lawyer has determined that it should take counsel no more than [HOURS] hours to prepare the case. If counsel believes this estimate to be unreasonable, counsel should contact the reviewing lawyer within 5 days. There is an ongoing duty on counsel to notify the reviewing lawyer if the level of work required to prepare the case exceeds the original estimate as communicated in writing by the reviewing lawyer.

The size and complexity of the case does not require a Case Plan or Stage Plan to be completed. Counsel should keep full and detailed work records of all work undertaken. An Excel spreadsheet template available from the CPS can be used for this purpose. If the amount of work required to prepare the advice increases significantly, the reviewing lawyer may determine that preparation should be managed using a Stage Plan. This matter will be kept under continuing review.

The fees will be audited and paid upon conclusion of the specified work. Counsel will be paid the hourly rate for work properly and reasonably undertaken as recorded in the work record.

In the event that a decision is taken for the case to proceed to charge, the fee scheme applicable to the Crown Court proceedings will be determined at the PTPH. The fee arrangements outlined in this letter will apply only to work undertaken by counsel prior to the case being sent or transferred to the Crown Court.

If counsel is unwilling to undertake work in the terms outlined above and in accordance with the Terms of Appointment document, please return the papers to me within 7 days of the date of this letter.

I should be grateful if you would acknowledge receipt of this letter.

Yours faithfully