

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

Court of Appeal/Higher Court cases worth more than £5,000

R v [DEFENDANT'S NAME]

I am writing concerning the fees to be paid in respect of the instruction to represent the Crown 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](#)

A Case Plan accompanies this letter which provides counsel with an outline of the case, an assessment of the amount of work necessary to prepare the case and confirmation of the category of remuneration under which the fees will be paid. Counsel is requested to consider the contents of the Case Plan and agree the document with the reviewing lawyer within 15 working days of receipt.

The reviewing lawyer has determined the refresher and hourly rate to be paid for preparation. The hourly rate has been determined at *[RATE]* and the refresher rate determined at *[RATE]*.

The size and complexity of the case requires the case to be managed using Stage Plans. In addition to maintaining regular Stage Plans, 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. The Case Plan provides an assessment of the work to be undertaken during the first stage of the case.

The fees will be audited and paid at the end of each stage of the case. Counsel will be paid the hourly rate for work properly and reasonably undertaken as recorded in the work record.

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

Reviewing Lawyer