

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

Crown Court case fee scheme not determined
R v [DEFENDANT'S NAME]

I am writing concerning the fees to be paid in respect of the instruction to prosecute the above named case.

The fees in this case will not be determined until the case has reached the Plea and Trial Preparation Hearing (PTPH). If the case is estimated to last 40 days or under at trial, the case will be paid in accordance with the CPS Graduated Fee Scheme (GFS). If the case is estimated to last over 40 days it will be paid in accordance with the CPS Very High Cost Case Fee Scheme (VHCC).

In accordance with GFS and VHCC no further payment will be made until the fee scheme has been determined.

If the case is confirmed as a GFS, work done between sending and PTPH will fall to be paid in accordance with GFS.

If the case is confirmed as a VHCC, work done between committal / sending and PTPH will be audited and, if properly and reasonably undertaken, will be paid at the appropriate hourly rate for the case. Fees will only be paid on production of detailed work records. An Excel spreadsheet template available from the CPS can be used for this purpose.

Counsel should maintain a full and detailed work record of all preparation conducted before PTPH. If counsel is to conduct substantial preparation beyond simple preparation for the PTPH, please inform me so that a Stage Plan may be completed to manage the work done. Using a Stage Plan at this stage will not prevent the case being determined as GFS if the trial is estimated to last 40 days or under.

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

Yours faithfully