



FREQUENTLY ASKED QUESTIONS (Updated 2017)

1. How will I know if my application was received?

All emails sent to the [Advocate Panels](#) mailbox prompt an automated message confirming receipt. If you did not receive this message, your application has not been received by the CPS and you should resend it. For applications submitted during the annual application window, it is the applicant's responsibility to ensure that their application is safely received before the window closes. Late applications will not be accepted, except in exceptional circumstances.

2. How long will it take to receive my Level 1 Application result?

There is no set timescale for announcing results, although every effort is made to return results as quickly as possible.

3. I am applying at Level 1, how many references should I submit?

Applicants for level 1 should provide one reference. An appropriate referee might be a pupil master, head of chambers or a chambers advocacy trainer who has seen the applicant perform advocacy.

4. I am applying at Level 2, how many references should I submit?

Level 2 applicants should provide two references with no more than one from the full-time judiciary. Please note for upgrade applications, only one supporting document is permitted (see question 7 below).

5. I am applying at Level 3, how many references should I submit?

Level 3 applicants should provide two references with at least one from the full-time judiciary. Please note for upgrade applications, only one supporting document is permitted (see question 7 below).

6. I am applying at Level 4, how many references should I submit?

Level 4 applicants should provide three references. At least one reference, but no more than two, should be from members of the full-time judiciary. Applicants with significant prosecuting experience should provide at least one reference from an instructing lawyer. However, if you have not undertaken a significant amount of prosecuting work and are unable to supply such a reference, this should not prevent you from applying. Please note for upgrade applications, only one supporting document is permitted (see question 7 below).

7. I am applying to upgrade my level on the CPS Advocate Panel. How many supporting documents/references should I provide?

Applicants may submit one new supporting document with their application for upgrading. The document must be submitted by the applicant with their form and must only be a single document from one author e.g. a letter of support, an example of written work, a reference etc., but it must not be a compendium of documents.

8. I am applying to join the CPS Advocate Panel Rape List, how many references should I submit?



References and supporting documentation should not be submitted with a Rape List application.

9. My referee would like to submit their reference separately, is this possible?

Yes, a referee can submit a reference form separately to the [Advocate Panels](#) mailbox if they wish. However, the applicant should inform the Advocate Panel team in advance by email who will be sending the reference and when it can be expected. Applicants should confirm with the Advocate Panel mailbox that their reference has been received if it is being sent separately. It is the applicant's responsibility to contact the referee if there is a delay in the sending of the reference.

10. Can I request a reference from a CPS member of staff?

Yes. Instructing members of the CPS may compose a reference for an Advocate Panel applicant. However, any reference provided by an instructing member of the CPS will be considered an organisational reference, and not a personal one. The draft reference must be referred to either the local Area CCP, or someone delegated by the CCP, for approval. Applicants should confirm with the CPS member of staff that they have submitted the reference to the Advocate Panel mailbox.

11. I have been informed my reference will be submitted after the annual application window, will this still be accepted?

Please contact the Advocate Panel mailbox if there will be a delay in the submission of a reference and a member of the team will advise if it can still be included alongside your application.

12. I am applying to upgrade my level on the CPS Advocate Panel. Which form should be completed for an upgrade application?

The Upgrade Application Form should be completed.

13. Is it possible to apply for more than one level?

New applicants should determine which level they wish to apply for and apply for one level only. Applicants will be automatically considered for the level below, if unsuccessful at the level originally applied for.

14. I am a member of the 'Rape List.' What training is required?

CPS accredited RASSO Refresher training should be undertaken at least every 4 years. This training is usually organised by the Circuits or Criminal Bar Association. If you have not recently undertaken training, please contact your Circuit for advice on when then next training event will be held. Completion of training on consent issues and completion of the CPS E-learning on coercion and control is also required. However please note, the CPS E-learning on coercion and control will not be available until early 2018. For further information regarding CPS accredited training, please view the Selection Criteria for the Rape List document.



I have just completed RASSO Refresher Training, who should I inform?

Please contact the [Advocate Panel mailbox](#) with the date you attended the course and they will update your training record.

15. How long will it take to receive my Rape List Application result?

There is no set timescale for announcing results, although every effort is made to return results as quickly as possible.

16. I was unsuccessful in my application and subsequent appeal to join the CPS Advocate Panel Rape List. Do I have to wait three years before I can next apply?

No. Unsuccessful applicants to the Rape List will be permitted to re-apply at any time but future applications should take into account any feedback provided. The three year policy for New Joiner and unsuccessful upgrade applications does not apply to applications to the Rape List.

17. Are Temporary Membership applications accepted throughout the year?

Temporary Membership applications will not be accepted between 1 August and 31 October.

18. How long will it take to receive my Temporary Membership Application result?

There is no set timescale for announcing results, although every effort is made to return results as quickly as possible.

19. When will my Temporary Membership expire?

Temporary membership will automatically expire when results of the annual application window exercise are announced on the CPS website. Applicants should submit full applications during the annual application window to secure permanent membership to the Panel. Applicants will only be permitted to make one temporary membership application.

20. I have applied to join/upgrade during the application window, when will I receive my application result?

The CPS aims to notify applicants of the results no later than 31 December.

21. Is it possible for me to apply for permanent membership after the annual application window has closed?

Level 1 applications are accepted throughout the year. Applications for permanent membership at Level 2, 3 and 4 are only accepted during the annual application window. Late applications within a few weeks of the window closing may be accepted in exceptional circumstances.

22. I haven't received my result, but the rest of my chambers have received their results. What should I do?

Please contact [Advocate Panels](#) mailbox. It may be that your application was not received or there is a delay in the sending of your result. All applications should receive



an automated message from the Advocate Panels mailbox. If you did not receive this message, your application was not received.

23. When will my name appear on the published list?

The published list is refreshed every month. If you have received your result confirming your appointment, but do not see your name on the published list, after the date you were notified, please contact the [Advocate Panels](#) mailbox.

24. I applied to upgrade a year ago but was unsuccessful, when can I next apply to upgrade?

Applicants who are unsuccessful in their application to upgrade to level 2, 3 or 4 will be required to wait three years from the year of the annual window that the original application was submitted before submitting a further application to upgrade their level. E.g. If you unsuccessfully applied for upgrade during the 2016 window, you will next be eligible to apply for an upgrade during the 2019 window.

25. I was successful in my upgrade application last year, can I apply to upgrade again this year?

Applicants who are successful in their upgrade applications to level 2 or 3 are permitted to apply to upgrade again within the three years or thereafter if they feel they meet the selection criteria for that level.

26. I am having difficulty with my form. The Advocate Panel team tell me my form is blank. How can I fix this?

- Navigate to the CPS Advocate Panel website (http://www.cps.gov.uk/advocate_panels/), download and save a local copy of the Application Form (document 7b) to your personal computer or shared drive. Please avoid opening the form within your internet browser window (Internet Explorer, Google Chrome, Apple Safari etc.).
- Open the folder where you have saved the above form, and open it in either Adobe Acrobat Reader X or DC (free software used to view PDF files). Using this software, you should be able to complete the form electronically and save your changes. If you see a message advising that you cannot save changes, then you need to update your Adobe software by visiting the Adobe Acrobat Reader DC website. Please do not complete the form within your internet browser window or you may end up submitting a blank form.
- In either Adobe Acrobat Reader X or DC, complete all fields on the form and save it. Attach the saved form to an e-mail, and submit to the Advocate Panel mailbox.

27. Can I submit my application my post?

No. All forms must be submitted electronically, using the 2016-2020 panel forms available on the [CPS Advocate Panel](#) website.