

Police Station Attendance Note

Arrest Date:		Duty:	
Fee Earner Ref:		Police Station:	<<Select Police Station>>
Telephone Advice Only:		Branch:	<<Select Branch>>
Telephone Advice Given by:		Offence Date:	
DSCC No: (to be cross referenced by file opener that correct number)		CDS Matter Type:	<<Select>>



Guidance

Section 1: About the client

Client: select from the dropdown or complete all fields

Title	Gender	Partner Status	Ethnic Origin
<<Select>>	<<Select>>	<<Select>>	<<Select>>

Forename (s)	Middle Name(s)	Under 18?	Conflict Check

Surname or Family Name	Legal Name

As the work that we will be doing is likely to be covered by Legal Aid then the National Insurance Number is required information

National Insurance Number *	Date of Birth (dd/mm/yyyy)

Custody Number	Reason for Arrest

Address

Address 1	
Address 2	
Town/City	
County	
Postcode	

Telephone Numbers

Main (preferred)	
Mobile (other)	
Email	

Any information held in P4W will be shown in these fields - amending anything here will automatically update the database records

Section 2: Summary of Outcome

If charged or bailed to return, please complete date and time of court hearing or police station return

Outcome	<<Select an outcome>>
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Date of Court/Police Station		Time of Court/Police Station	
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Court/Police Station Venue	<<Select Magistrates Court/Police Station>>
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Offences Charges	
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Bail Conditions or reason why RIC	
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Likely to be eligible for Legal Aid

<<Select>>

OIC Name

Met Officer Email

p

@met.police.uk

OIC Contact No

Officer Email

Custody Record
Information

Time of Arrest

Interpreter

RelevantTime

Language

Time of Arrival

Searches

Samples

Disclosure by Police

Comments/
statements made to
police prior
to arrival?

Satisfied with disclosure

<<Select>>

Reason

Co-accused

Detail any
issues identified

Input any medical
or other issues

Rep to
complete note
of type of
search and/or
samples

Gives details of
any comments
or significant
statements
made to police
prior to
advisor's arrival

If not satisfied by
police give reasons
and record any
representations
made and/or
further disclosure
requested

Give details of any bail conditions and the offence to which they apply

Details of any other on going cases

Give details of client's instructions (including any potential alibi, witnesses and confirmation as to what has taken place since arrival at the police station). If no instructions taken then why, eg, no prima facie case disclosed

Give details of the procedural, substantive and advice given to the client (based on the instructions that they gave)

Procedural – includes the interview, searches, appropriate adult etc.

Substantive – includes elements of offence, possible defence(s), merits of defence etc.

If the answer is yes, then give a reason why we can make a further claim

Section 3: Instructions from client prior to interview

Instructions Taken

Social Worker/Probation

Medical problems (include medication)

Youth or vulnerable person

Injuries

Previous assistance on this matter from this firm within last six months

<<Select>>

Advice (based on client’s instructions)

Detention procedures

✓

The caution

✓

Special warning

✓

Privilege

✓

Confidentiality

✓

Elements of the offence

✓

Prima Facie case

✓

Legal Aid

✓

Duty Solicitor independence and choice

✓

Advice – includes answer questions with yes or no, whether to give an alibi and if not what the implications are etc.

Advice on how to deal with interview

Comment?: <<Select>>

Prepared Statement: <<Select>>

If client does not want to follow advice give reasons

Section 4: Interview Notes

Start Time End Time Date

Note the time the interview starts and ends. if there are a number of breaks or interviews include the detail of these in the freestyle field

Advice during and post interview

Please inform ADMIN by email if you assess the client poses a high risk to the firm (for example: where there is a potential conflict of interest, client has received previous advice from another provider, there has been a previous high risk assessment on the client, previous complaints made by client etc).

Section 5: Outcome

Prima Facie case? <<Select>>

Reasons

Bail Representations

Reasons for being Remanded in Custody

Under 18 have police verified no local authority accommodation? <<Select>>

Caution, other diversion or postal requisition advice

Complete details of why you believe there is/ isn't a prima facie case and include police view of this

If under 18 complete free text for all representations made and police responses

If cautioned, diversion or postal requisition give details together with details of advice given to client

Section 6: Legal Aid Information:

Online declaration signed and fully completed? <<Select>>

Interests of Justice Criteria

loss of liberty	☐	
substantial question of law	☐	
unable to understand proceedings or state own case	☐	
tracing/interviewing of witness	☐	
cross examination of expert witnesses	☐	
interest of another person	☐	

Means Criteria

Capital/Savings <<Se >> <<Select>>

Amount £ <<Select>> (Description of savings)

Income

Client in receipt of benefit? <<Select>> Type <<Select>>

Amount £ <<Select>> <<Select>>

Working <<Select>> Type <<Select>>

Nature of work/business <<Select>>

Income from work £ <<Select>>

Income from work last 3 months £ <<Select>>

No income/Additional income ☐ <<Select>>

Amount £ <<Select>> (Detail how survives)

Expenditure

Rent ☐ Mortgage ☐ £ <<Select>> per month

Council tax £ <<Select>> per month *Other substantial £ <<Select>> per month

<<Select>>
(Details of other substantial expenditure)

Number of dependent children <<Select>>

Co habiting partner <<Select>> Name <<Select>>

In receipt of benefit? <<Select>> Type <<Select>>

Amount £ <<Select>> <<Select>>

Working <<Select>> Type <<Select>>

Nature of work/business <<Select>>

Income from work £ <<Select>>

Income from work last 3 months £ <<Select>>

Interests of Justice field must be completed whether charged, bail to return or RUI; full details of each interests of justice criteria relied on must be completed in the free text field

Provide details in free text box to include any equity in property

Input details of additional income or how the client survives if no income

*Complete details if other substantial expenditure

What we do with your personal data:

When we represent you on a police station matter you become a client of GT Stewart Ltd. We will write to you with our full terms and conditions, setting out your instructions and the action we are taking.

We will keep personal data and personal sensitive data about you in accordance with our privacy statement which can be found on our website at: <http://gtstewart.co.uk/about-us/privacy-policy/> (we will be happy to provide a paper copy on request).

Our privacy statement sets out the type of personal data we keep, our data retention policy, detailing how long we keep your personal data for including any personal data we keep when your file is closed.

Read by client:

☐

Dated:

TIME RECORD

All times should be entered in multiples of 6 rounding up to the nearest 6 minutes (e.g. 12.27 to 12.30; 12.21 to 12.24). Enter the times in the From/To columns, tick whether travel, waiting or attendance and enter the number of units (NOT time) in the Social/Unsocial columns. If there is an overlap between social and unsocial, you will need to make more than one entry.

6 minutes = 1 unit; 60 minutes = 10 units (see next page).

Client:		Date:	
Time Recording Fee Earner Code:			
Duty Solicitor:		Unsocial Fee Earner Code:	
Arrival Time: (24 hour clock)	Departure Time: (24 hour clock)	Time Spent Waiting: mins/hrs	

From	To	Activity	Unsocial	No. of Units (*cannot be blank)
		<<Select Activity>>		0 *
		<<Select Activity>>		0 *
		<<Select Activity>>		0 *
		<<Select Activity>>		0 *
		<<Select Activity>>		0 *
		<<Select Activity>>		0 *

Totals	Social	Unsocial
Travel:	0	0
Waiting:	0	0
Attendance:	0	0

Miles: (if out of hours please state)	Fares:	Congestion Charge:	Other:
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Post code travelling from:	Google mileage:
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If mileage more than Google, please state why:

Telephone calls:
 Details/notes attached Y/N:

If you have driven to the police station rather than using public transport, please complete below:

☐ Public transport was not available due to:
(e.g., Late at night or not knowing what time would leave the station)

☐ Public transport was available but inappropriate due to:
(e.g., PS in isolated spot not accessible by public transport or not cheaper to travel by public transport)

☐ Other reason:

If you have taken a taxi, please justify:

If you are attending a police station that is not local to one of our offices, please give reasons for your attendance or state why a local agent was not used:

The serious offences are:

- (i) treason (common law):
- (ii) murder (common law). soliciting to murder (s.4 Offences Against the Persons Act 1861):
- (iii) manslaughter (Homicide Act 1957 and common law):
- (iv) causing death by dangerous driving (s.1 Road Traffic Act 1988):
- (v) rape (s.1 Sexual Offences Act 2003):
- (vi) assault by penetration (s.2 Sexual Offences Act 2003):
- (vii) penetration of a child under 13 (s.5 Sexual Offences Act 2003):
- (viii) assault of a child under 13 by penetration (Section 6 Sexual Offences Act 2003);
- (ix) robbery (s.8 Theft Act 1968):
- (x) assault with intent to rob (common law):
- (xi) arson (Sections 1(1). 1(2) or 1(3) Criminal Damage Act 1971):
- (xii) perverting the course of public justice (common law):
- (xiii) conspiracy to defraud (common law):
- (xiv) kidnapping (common law):
- (xv) wounding or grievous bodily harm (Sections 18 and 20 Offences against the Person Act 1861):
- (xvi) conspiracy to commit any of the above offences (Section 1 Criminal Law Act 1977):
- (xvii) soliciting or inciting to commit any of the above offences (common law):
- (xviii) attempting to commit any of the above offences (Sections 1 or 1A Criminal Attempts Act 1981):
- (xix) any offence if the Client is accused of possessing a firearm, shotgun or imitation firearm:
- (xx) any offence if the Client is detained under section 41 of the Terrorism Act 2000:

Minutes	No. of Units
6	1
12	2
18	3
24	4
30	5
36	6
42	7
48	8
54	9
60	10
66	11
72	12
78	13
84	14
90	15