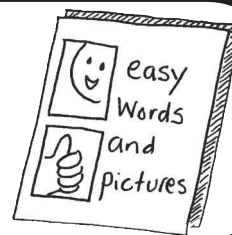


# Easy Read Form



## CCRC Application form

The CCRC can look into cases where someone who has lost their appeal still thinks they were wrongly convicted or given the wrong sentence.

If you have already lost your appeal and still think there is something wrong with your conviction or sentence you can apply to the CCRC.

If we find something wrong with a conviction or a sentence we can send the case back to the appeal court.



You **need to have lost an appeal before applying** to the CCRC. We have to find something **new and important** to send your case for a fresh appeal



The CCRC's job is to look at your case independently. This means that **we do not act as your lawyer**. It also means **we are independent** of the police the prosecution and the courts.



It **costs nothing** to make an application to the CCRC and your **sentence cannot be increased** if we send your case for appeal.

Remember that you should already have lost a normal appeal at court before you ask the CCRC to look at your case.



Most people who win their appeals apply straight to the appeal court first.



Appealing direct through the courts is usually much quicker than applying to the CCRC.



You can find information about appealing direct to the court if you were convicted in a Crown Court in a booklet called *Appealing a Conviction or Sentence to the Court of Appeal*. You can get the booklet, with the forms you need to appeal, from the Criminal Appeals Office on 020 7947 6011.

You can also get the form and booklet, and find information about appealing in Crown Court cases and magistrates' court cases, on the [www.justice.gov.uk](http://www.justice.gov.uk) website by searching "appeal a conviction or sentence".

The charity Justice also provides a helpful booklet on appeals in Crown Court cases. It can be found at [www.justice.org.uk](http://www.justice.org.uk) by searching "How to Appeal".



If you have already lost your appeal but still think you have been wrongly convicted or sentenced, you should fill in this CCRC form and send it to us.

In this CCRC application form we ask for information about you to help us look at your case. We may also decide to use what you tell us in this form to help us get hold of other information about your case.

Please try to fill in as much of the form as you can, but do not worry if you cannot answer some of the questions.

Please contact us if there is anything that you do not understand.



# Application Form

## What we need to know about you

What is your first name? \_\_\_\_\_

What is your last name? \_\_\_\_\_

What is your date of birth? \_\_\_\_\_

Please tick ☒ to show which title you would prefer.



Mr

☐

Ms

☐

Miss

☐

Mrs

☐

Mx

☐

Other



## Your appeal history

Have you asked the court for an appeal?

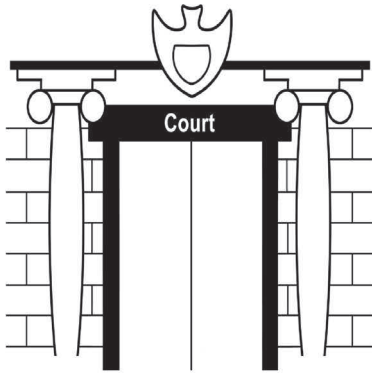
Yes



No



If you have not appealed directly to the court there are different forms you need to fill in to start a first appeal. See page 2.



If you did appeal, did you ask the court for an appeal against.

Your sentence?

☐

Your conviction?

☐

Please tick which one is relevant



**If you cannot appeal directly to the court (for example you pleaded guilty in the magistrates' court) tell us about it here. You can use more paper if you need to.**

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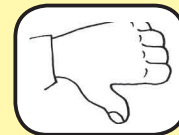
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Was your appeal heard at a court?

Yes



No



If yes, please put a tick ☒ in the box which shows the type of court where your appeal was heard.

Court of Appeal

☐

Crown Court

☐

County Court

☐

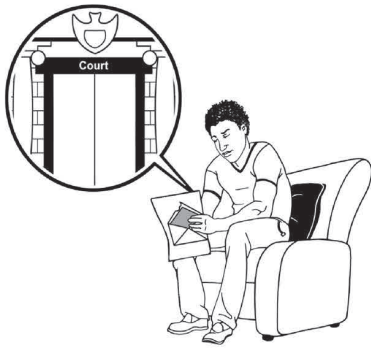
Court Martial /  
Appeal Court

☐

Write your appeal number here if you know it.

---

An appeal number can be found on letters and transcripts from the Court of Appeal. It will look something like this: **20109876**



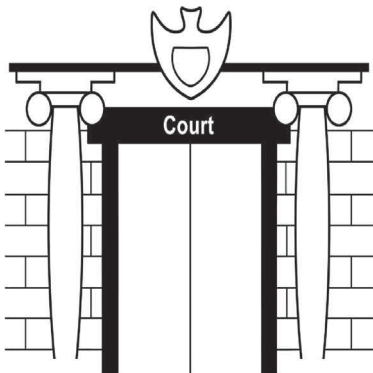
## What we need to know about the case you want us to review

What was the name of the court where you were convicted?

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If you were convicted at a Crown Court which magistrates' court sent you there?

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Please put a tick ☒ in the box which shows the type of court where you were convicted.

Crown Court

☐

Magistrates' court

☐

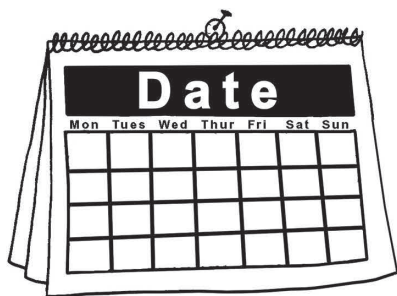
Court Martial /  
Service Civilian Court

☐

What is your Crown Court number or case number?

---

A Crown Court number can be found on letters and transcripts. It will look something like this: **T20081234.**

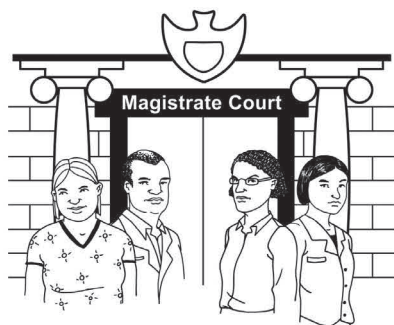


What date were you convicted?

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What date were you sentenced?

---



Were you convicted with other people?

Yes



No



If yes, what were their names?

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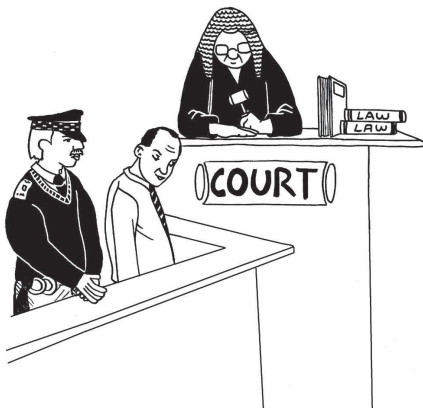
---



Which police force dealt with your case?

---

---



At court did you say you were:

Please put a tick in the box ☒

Guilty

☐

Not Guilty

☐

What crimes were you found guilty of?

*For example: Theft*

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Would you like us to look at your conviction?

Yes



No



What sentence were you given at court?

---



If you were sent to prison how long was your sentence?

*For example: 18 months*

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Would you like us to look at your sentence?

Yes



No



Are you in prison?

Yes



No



If yes, what is your prison number?

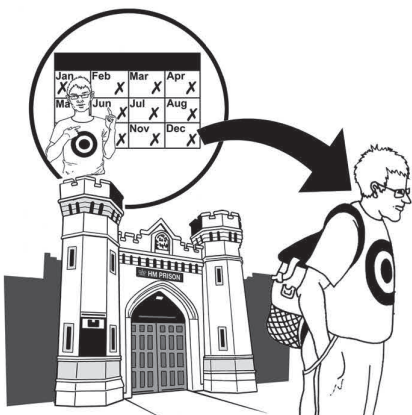
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What is the name of the prison you are in?

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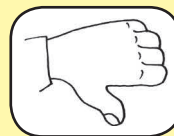


Do you know your release date?

Yes



No



If yes, when are you due to be released?

---



If you are not in prison what is your address?

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What is your telephone number?

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What is your e-mail address?

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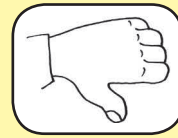


Have you applied to us before?

Yes



No



Are there any reasons you need special help with your application?

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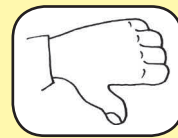


Do you have trouble reading or writing?

Yes



No

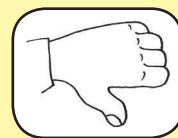


Can you tell us about your case in English?

Yes



No



If no, what language?

---

## Tell us here what you think went wrong in your case

For us to send your case back to the appeal court we usually have to show them something new and important which will make them think in a different way about your case. It normally needs to be something that has not already been heard by a court.

This can be very hard to find so please tell us here as much as you can about your case.

We won't be able to help you if you just repeat the same points that were made at your trial or appeal.

Tell us what you think went wrong with your case and what is new.

Include everything you think we need to know to look at your case.

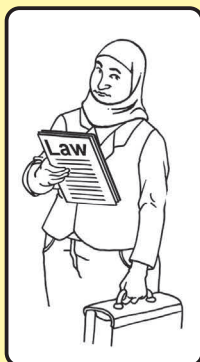
You can keep going on separate pieces of paper if you need to.



## Who do you want us to update about your case?

Do you have someone helping you with your application to us?

If so, who are they? Please tick one box ☒



A solicitor or barrister

☐

Friend or relative

☐

Other  
Please give details

## What are the contact details for the person who is helping you?



Name

\_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_

Email

\_\_\_\_\_

Phone number?

\_\_\_\_\_

We normally only contact one person to give updates about a case.

Please tick one box ☒

You

☐

The person helping you

☐

Criminal  
Defence  
Service



Please tell us about any other solicitors  
who may have papers about your case.

Solicitor's name

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Address

---

---

Solicitor's Phone number

---

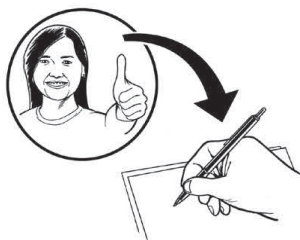
Solicitor's Email

---

### Your signature

I want the Criminal Cases Review Commission to look at my case.

I understand that the information I have given in this form will be  
used to help the Commission look at my case.



Signature

---



Date

---

**Please remember to include with this form any papers or other  
material that you think the CCRC needs to look at for your case.**



**When you have filled in this form,  
please send it to us at:**

Criminal Cases Review Commission  
23 Stephenson Street  
Birmingham  
B2 4BH



**Local rate number for prisoners:  
0300 456 2669**



**CCRC Email address: [info@ccrc.gov.uk](mailto:info@ccrc.gov.uk)**



**It would help us to reach other people who might  
need the CCRC if we knew how you found out  
about us.**

**How did you find out about the CCRC? (please tick)**



Prison sources (e.g. posters or prison officers)

☐

Other prisoners

☐

Inside Time Newspaper

☐

Friends or family

☐

Solicitor or Barrister

☐

Press, TV or Radio

☐

National Prison Radio

☐

Internet

☐

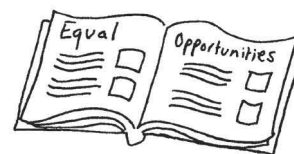
MP

☐

Instagram

☐

## Monitoring Form – Part 1



**This part of the form will be detached and will not be seen by the people reviewing your application.**

It would be very helpful to us if you could fill in this form. We use this form to make sure we are reaching out to as many different people as possible who may need our help.

We also use this part of the form to make sure we are treating everyone equally and fairly.

Most people fill in this form, but you don't have to if you don't want to.

What is your date of birth?

\_\_\_\_\_



**Please use ticks in this part of the form** ☒

What is your gender identity?

Male ☐ Female ☐ Self-describe

Do you have any special needs

Yes ☐ No ☐

(An example of this may be if you need support with communication or how you process information)



## Monitoring Form – Part 2

I would describe myself as



Asian or Asian British?

Self-describe (For example Pakistani)

White?

British ☐ Irish ☐ Gypsy / Traveller ☐ Other

Afro-African ☐ Afro-Caribbean ☐ Afro-British ☐

Caribbean ☐ African ☐ Other

Having more than one ethnic background?

White and Afro-Caribbean ☐ White and Afro-African ☐

White and Asian ☐ Other

Coming from another ethnic group?

Arab ☐ Other

I am a foreign national.

Yes ☐

No ☐