**PLEASE PRINT THE FOLLOWING INFORMATION LEGIBLY**

NAME OF SOLICITOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF FIRM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BRANCH DETAILS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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EMAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **LETTER OF ENGAGEMENT**

## NAME OF ACCUSED:

## PF REFERENCE NO:

## COURT TYPE (delete as applicable):

Justice of the Peace/Sheriff Summary/Sheriff and Jury/High Court

INTERMEDIATE DIET DATE (if applicable):

In terms of the Criminal Procedure (Scotland) Act 1995, I confirm that I have been engaged by the above named for the purposes of his/her defence.

Please provide a list of witnesses known to you.

Please make available to me copies of all material information, including witness statements and appropriate information about previous convictions of, or outstanding charges against, those witnesses whom it is proposed to call at the trial.

I undertake that:

1. Such material or any information contained within it, will not be used or disclosed other than for the purpose of the preparation and conduct of any trial or any appeal in the case referred to above, as specified in section 162 of the Criminal Justice and Licensing (Scotland) Act 2010;
2. Such material will not be made available to the accused or any third party for the purposes above, except as within the terms of article 11 of the Law Society of Scotland’s Code of Conduct for Criminal Work (this undertaking does not relate to material being made available to the Scottish Legal Aid Board for the purpose of copying, or to any expert witness engaged by you for the purpose of the preparation or conduct of the criminal proceedings);
3. In the event of the accused becoming unrepresented, any such material will be returned to the Crown; and
4. In the event of a change of agency any such material will be transferred on receipt of a mandate to the new solicitor or returned to the Crown.
5. A representative within my firm will, as appropriate, download material from the Secure Disclosure Website or collect/access material as advised by the Procurator Fiscal.

Yours faithfully

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_