



## Lord Advocate's Rules: Review of a decision not to prosecute – Section 4 of The Victims and Witnesses (Scotland) Act 2014

### **Victims' Right to Review**

#### Find out more about the decision

Sometimes you may wish to know more about why a decision not to prosecute was made before you decide whether to ask us for a review.

In some cases our Victim Information and Advice (VIA) service may already have been in contact with you about your case. If so, please get in touch with them if you wish further information. If VIA have not previously been in touch, please contact our Enquiry Point on 0300 020 3000 to get more information.

#### Request a review

If you wish to ask for a review of a decision by us not to prosecute a case in which you are a victim, please use this form to ask for a review and to provide us with some background information. You may not be able to answer every question but please give us as much information as you can. This will help us to find your case and ensure your views are taken into account.

Please complete this form and then e-mail it to us at [RIU@copfs.gov.uk](mailto:RIU@copfs.gov.uk) or post it to us at:

## “Right to Review”

Response and Information Unit  
Crown Office  
25 Chamber Street  
Edinburgh  
EH1 1LA

If you have any difficulty in completing this form, you can get help and advice from Victim Support Scotland by calling them on 0800 160 1985 or visiting their website at

<https://victimsupport.scot/>

You can also contact us on 0300 020 3000 or your local Procurator Fiscal’s Office and you will be able to get help and advice in completing the form. You can find your nearest office using ‘Find a local COPFS office’ search function on the main page of our website at

[www.copfs.gov.uk](http://www.copfs.gov.uk)

## **Application form for review by victim**

### Your details and contact information

1. Full name:
2. Date of birth (dd/mm/yyyy):
3. Address:
4. Home telephone:
5. Mobile Telephone:
6. Email Address:
7. Would you prefer to be contacted by email or through the post?

## Information about the incident

8. Name of Accused (if known):
9. Date and place where the offence took place:
  - Date (dd/mm/yyyy):
  - Place:
10. Nature of Crime e.g. 'Assault'
11. The Police or COPFS Reference number. This can be found on the top right-hand corner of any letter you have received from us.
12. Is there anything else you would like us to consider when we are carrying out the review?  
E.g. any new information you have, the impact this incident had on you including any physical or financial consequences etc.