

Staff in Confidence

## Internal *memo*



**To** Adrian Morris  
Fraud Advisor

**From** Jason Collins  
Fraud Advisor  
Fraud Team

**Date** 28<sup>th</sup> April 2008

Post Office Ltd  
Fraud Team  
PO Box 1  
Croydon, Surrey  
CR9 1WN

Tel: **GRO**  
Fax:

**SUBJECT: - Investigation Ref: - POLTD/0708/0249  
Seema MISRA  
West Byfleet SPOB**

Please find the Solicitors advice in this case, and a schedule of **5** charges at pages **16 to 18**. Prosecution has been authorised, a copy of that authority is at page **19 to 20**.

**Please obtain and serve the summonses, along with a copy of form GS044 and the new Means Form which must be completed by the interviewee and forwarded to the relevant Court.**

Once the summonses have been served, ensure that the service details on the reverse of the summons forms are completed before returning a signed copy to the Court as soon as possible. A copy should be placed in Appendix 'C' of the papers.

**Once the summonses are served please forward the following to the Royal Mail Group, Criminal Law Team, lawyer via email:**

Copy of the summons  
GS018 TIC Forms, if appropriate  
GS033 Antecedents Form

A report addressed to the Solicitor confirming the Court and date and time of the hearing on it, together with details of any other enquiries carried out and the forms that are associated with it.

**Please also forward, within 24 hours of serving the summons, by e-mail to the Casework Management Team on the e-mail address below the following:**

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**A copy of the report to the Solicitor,  
NPA01 & NPA02, if appropriate**

**A copy of the TIC's if appropriate .**

**This is required to enable us to complete the Police process.**

***There is no requirement to submit the case papers unless there is a need to report other matters and/or produce further documentation to the Criminal Law Team.***

Should you have any concerns or queries regarding this matter, please do not hesitate to contact me.

Regards,

Jason Collins  
Fraud Advisor  
Fraud Team

e-mail address:- GRO

CWM011a