

Staff in Confidence

Internal memo



To Christopher Knight
Fraud Advisor

From Maureen Moors
Fraud Team

Date 26th May 2010

Post Office Ltd
Fraud Team
3rd Floor
Royal Mail Clippers House
Clippers Quay
Salford
M50 3NW
Telephone:
Fax:

GRO

SUBJECT: - Fraud Ref: POLTD/0910/0167 Worstead HENDERSON

Please find the Solicitors advice in this case, and a schedule of charges at page 31
Prosecution has been authorised, a copy of that authority is at page 32.

**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

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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:

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,

Maureen Moors
Fraud Team

e-mail address:- Post Office Security

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