

Staff in Confidence

Internal *memo*



To Natasha Bernard
Investigation Manager

Casework Management Team
Post Office Ltd Security
2nd Floor,
PO Box 1
CROYDON
CR9 1WN

From Terry Crowther
Internal Crime Casework Team Support

Date 17th October 2005

Tel: **GRO**
Fax:

SUBJECT:- Investigation Ref: - 0506/0336

Please find the Solicitors advice in this case, and a schedule of 3 charges at pages 26 to 28. Prosecution has been authorised, a copy of that authority is at page 29.

Please obtain and serve the summonses, along with a copy of form CS044 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 Legal Services:

Copy of the summons (with the signed certificate of service).
CS018 TIC Forms, if appropriate.
CS033 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:
A copy of the report to the Solicitor,**

CWM011a

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Cont/...

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 Legal Services

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

Terry Crowther
Casework Team Support
Post Office Ltd

If e mailing please use this address:- S&A Casework