

Staff in Confidence

Internal memo



To Diane Matthews
Investigation Manager

From Terry Crowther
Investigation Casework Team
Support

Date 07th September 2006

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

Tel: **GRO**
Fax:

**SUBJECT:- Investigation Ref: - 0607/0108 – Janet Louise Skinner –
POLTD/0607/0108**

Please find the Solicitors advice in this case, and a schedule of 1 charge at pages 51 to 54. Prosecution has been authorised, a copy of that authority is at page 55.

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:

CWM011a

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Cont/...

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,
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.

Terry Crowther
Investigation Team Casework Support
Post Office Ltd

e-mail address:- Investigation Team Post Office Ltd