



Criminal • Cases • Review • Commission

Ms Jane MacLeod  
Post Office Ltd  
148 Old Street  
LONDON  
EC1V 9QH

Your ref:  
Our ref: 00368/2015

Wednesday 18th March  
2015

Dear Ms MacLeod

Miss Janet Skinner (dob GRO)

**Requirement to Produce Materials – Post Office/Horizon Case**

The above person has made an application for a review of her case. Miss Skinner was convicted of false accounting at Kingston-upon-Hull Crown Court on 05/01/2007. The Commission requires you to identify all documents and other materials in your possession relating to this case and to produce them including, but not limited to:

- audit files,
- investigation files,
- prosecution files,
- internal reviews,
- external reviews

I have enclosed a formal notice, issued under section 17 of the Criminal Appeal Act 1995, which requires you to do this. Please send all the documents and other materials relating to this case together with the attached receipt within 28 days.

We realise that this may cause you some inconvenience and are grateful for your co-operation, however you are under a legal obligation to comply with this notice.

5 St Philip's Place, Birmingham B3 2PW GRO Birmingham 41  
e:info: GRO t: GRO f: GRO w: www.ccrcc.gov.uk

The independent public body which investigates possible miscarriages of justice in England, Wales and Northern Ireland

If for any reason you are unable to do so, please contact us immediately.

Yours sincerely

**GRO**

**Mrs Vandana Mehra-Jahal  
Casework Administration  
Criminal Cases Review Commission**



**CCRC Ref:** 00368/2015

**Name of Public Body:** Post Office Ltd

**Applicant's name:** Janet Skinner

I confirm that:

- all documents and other materials are enclosed.

The appropriate contact person regarding this material is:

Contact Name: .....

Contact No. ....

Signed .....

Print Name .....

Date .....

**Please return this form to:**

**Vandana Mehra-Johal**

Criminal Cases Review Commission, 5 St Philip's Place, Birmingham, B3 2PW.

# CCRC

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## Legal requirement to produce material for the Criminal Cases Review Commission

To: Chief Executive  
Post Office Ltd

The Commission believes that you are the "appropriate person" for the purposes of section 17 Criminal Appeal Act 1995 who has possession or control of documents or other materials which may assist the Commission in the exercise of its functions.

This notice now imposes a requirement upon you in respect of the following:

All documents and other materials, including material which has been the subject of an application for public interest immunity, relating to the conviction of Miss Janet Skinner (date of birth **GRO**) Miss Skinner was convicted of false accounting at Kingston-upon-Hull Crown Court on 05/01/2007.

The Commission makes a direction under section 17(2) Criminal Appeal Act 1995 that the documents and/or other materials must not be destroyed, damaged or altered. This direction takes priority over any weeding/destruction policies until this direction is withdrawn by the Commission.

You now have a statutory duty to send all documents and other materials specified above.

Your duty to comply with this requirement is not affected by any obligation of secrecy or other limitation on disclosure (including any such obligation or limitation imposed by or by virtue of an enactment) which would otherwise prevent the production of the document or other material to the Commission or the giving of access to it to the Commission. You may however notify us, in accordance with section 25 of the Criminal Appeal Act, that information contained in the material is not to be disclosed by the Commission without your prior consent.

Signed:

**GRO**

on behalf of the Commission

Dated: Wednesday 18th March 2015

5 St Philip's Place, Birmingham B3 2PW, DX 715466 Birmingham 41  
e: **GRO** t: **GRO** f: **GRO** w: www.ccrcc.gov.uk

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