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Dear Sirs

POST OFFICE LIMITED –v- ALISON HENDERSON
NORWICH MAGISTRATES' COURT – 12 AUGUST 2010 AT 10 am

The above named Defendant is summoned to appear at Norwich Magistrates' Court on 12th August 2010 to answer the charges set out on the attached schedule. I have informed the Court of your interest.

Please attend to conduct the prosecution as my Agents on behalf of Royal Mail Group Limited and, if the Defendant indicates a Not Guilty Plea, or does not give any indication of plea, inform the Court that the prosecution considers the case to be more suitable for summary treatment.

Following each hearing, could you please inform this Office of the result within 48 hours so that any necessary action may be taken. If it is not possible to let me have a written communication within this time please telephone within 48 hours and confirm in writing as soon as possible, this is in order to comply with reporting requirements.

A copy of the initial advice given by this Office regarding prosecution and evidence is associated for your information.

The facts of the matter are as set out in the enclosed copy Advance Information Summary prepared by a Lawyer in this Office. A second copy is enclosed for service as Advance Information on the Defence Solicitors should you receive this request direct, together with a further copy of the summary only for use by the Probation Service, should they request it.

If the Magistrates refuse to accept jurisdiction or the Defendant elects trial please seek an adjournment of at least 8 weeks and notify me immediately. In this event committal papers will be prepared and forwarded to this Office for approval. This Office will serve such papers on the Court, the Defence and yourselves and request you to conduct the committal proceedings on my behalf.

In the event of conviction I would be obliged if you could apply on behalf of Royal Mail Group Limited for an order for compensation to be made against the Defendant in the sum of £11,957.78.

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Please apply for an order for the payment of a contribution towards the prosecution costs by the Defendant in the sum of not less than £200 plus at least £100 for each further attendance plus any witnesses expenses if appropriate. Please date and then give to the Clerk the enclosed letter relating to the payment of costs and compensation.

Finally, a copy of the confidential report of the Officer in the case is enclosed. Should you require sight of the Investigation Service's papers, please contact the Officer.

Yours faithfully

Rob G Wilson
Head of Criminal Law
Criminal Law Division

GRO