

# Mention instructions

Summary mention

Committal Mention

CONFERENCE TO BE BOOKED?

## CLIENT:

Date of mention			
Court			
Address/In custody			
Last contact			
Appear in person?	Y	N	Bail Enlarged / AE <input type="checkbox"/>
Solicitor with carriage		Appearing	
Magistrate		Crown	

## Charges:

## Instructions:

## Result:

## Comments:

### PR:

- Add dates to online calendar
- Call client and advise of next date
- Update outside of the file with the next date
- Update letter on EV for review
- Update letter reviewed and approved

- Client update letter Sent
- Client Required next occasion - Y N
- Write to PPC Re: \_\_\_\_\_

\_\_\_\_\_

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