**Innocence Project London**

**(School of Law, University of Greenwich)**

**PRELIMINARY QUESTIONNAIRE**

***\*\*\* Please note:***

***1) We may wish to use this information (which we will treat as confidential) for further research into wrongful convictions. We will only do so where we have your consent. If you agree to our use of your information for such research purposes, please let us know in Section N below. Without a positive indication of your consent we will be unable to undertake a case assessment.***

***2) We will take all appropriate technical and organisational steps to ensure the security of any personal data that you provide to us. We may retain such data for differing periods of time for different purposes as required by statute or best practices. Other statutory obligations, legal processes and enquiries may also necessitate the retention of certain personal data. We will erase or otherwise render non-identifiable any personal data that no longer necessary for the purposes for which it is processed. For more information, please see our Privacy Policy.***

***3) We ask you not to send us supporting documentation at this stage except for copies of the following if available:***

* ***Trial judge’s summing up of verdict***
* ***Advice on Appeal***
* ***Court of Appeal judgment***
* ***CCRC Statement of Reasons***

***4) Please attach additional sheets if necessary.***

**SECTION A: PERSONAL DETAILS**

**Name:**

**Prisoner Number:**

**Address:**

**Home area (Town/City/County) before conviction:**

**Do you have links with any other areas of the country e.g. if you were born in a different area to the place you lived before your conviction? Please give details.**

**SECTION B: DETAILS OF CONVICTION**

**Crime of which convicted:**

**Location of incident:**

**Date of incident:**

**Date of conviction: Court (e.g. Swansea Crown Court):**

**SECTION C: SENTENCE DETAILS**

**As a result of your conviction, were you sentenced to:**

 Prison Yes / No

Psychiatric Facility Yes / No

Other (please state) …………………

**If given a custodial sentence:**

a) Are you still serving out your sentence? Yes / No

 *If ‘no’, what was your date of release?* ….……….……… (dd/mm/yyyy) I

b) Sentence given: ………………………………………

 *Tariff (if given a life/indeterminate sentence)* ………………………

c) Time already served:

d) Date of Parole Eligibility:

e) Category Status:

f) Do you have a scheduled parole or release date? …………………… (dd/mm/yyyy)

g) Are you maintaining innocence? ........................................ (Yes/No)

h) Have you undertaken any offending behaviour courses? If so, please give details.

i) Have you undertaken any non-offence related courses? If so, please give details.

**SECTION D: OTHER DETAILS**

***\*\* The following information will assist us in writing to the relevant bodies, where necessary, to request that all exhibits, retained materials, samples, police records and prosecution papers pertaining to your case are not destroyed.***

**Police Reference Number (*this can normally be found in any correspondence from the police force*):**

**CPS (Crown Prosecution Service) Reference No. (*this can normally be found in any correspondence from the CPS*):**

**FSS (Forensic Science Service) Lab. Reference Number. (*this can normally be found on the top right- hand corner of any forensic reports by the FSS, e.g. D/99/1234*):**

**SECTION E: TRIAL DETAILS**

**Part I: Prosecution’s Case**

**Briefly describe the argument put forward by the prosecution at your trial:**

**Please give details of evidence that was submitted by the prosecution at trial:**

a) Physical evidence (such as DNA, fingerprints etc):

b) Expert evidence:

c) Eyewitness Testimonies:

d) Testimonies by other prosecution witnesses:

e) Confession(s):

f) Others:

**Part II: Defence’s Case**

**Did you plead guilty or not guilty at trial?**

**Briefly describe the argument put forward by the defence at your trial:**

**What evidence was submitted by the defence at your trial?**

a) Physical evidence (such as DNA, fingerprints etc):

b) Expert evidence:

c) Eyewitness Testimonies:

d) Testimonies by other defence witnesses:

e) Confession(s):

f) Others:

**SECTION F: DETAILS OF LEGAL REPRESENTATION**

**Please list below, details of all solicitors who have worked for you at some point in your case:**

*Pre-Trial Solicitor*

Name

Address

*Trial Solicitor*

Name

Address

*Appeal Solicitor*

Name

Address

*Name and address of any solicitor acting for you now, and, what are they doing on your behalf?*

**SECTION G: APPEAL HISTORY**

**Have you had a first appeal or made an application for leave to appeal?**

Yes ( ) No ( )

**If ‘yes’, was the appeal or application for leave to appeal against your*:***

a) Sentence ( ) b) Conviction ( ) c) Both ( )

**If you have not applied for leave to appeal against your conviction, please state the reasons why not:**

**If you have had an appeal or if you have made an application for leave to appeal, please give the following details:**

a) Date of Appeal Hearing:

b) Outcome:

c) Reasons for Failed Appeal or Refusal for Leave to Appeal:

**Referrals to Criminal Cases Review Commission (CCRC):**

a) Have you referred your case to the CCRC? Yes [on …………. (date)] No

b) If ‘yes’, what was their decision, and, did anyone help you to prepare this application?

c) If ‘no’, is anyone helping you now to prepare for the CCRC? (Please give their details).

If your case was referred by the CCRC to the appeal courts, what was the outcome?

**Do you have any ongoing or pending litigation or court hearings (e.g. judicial reviews etc.) at the moment? If so, please give details.**

**SECTION H: APPLICATION TO THE INNOCENCE PROJECT LONDON, SCHOOL OF LAW, UNIVERSITY OF GREENWICH**

***\*\*Please attach additional sheets if necessary\*\****

**Why do you think you were wrongly convicted of the crime?**

**Do you have an alibi or other evidence (whether used or unused at trial) that proves that you could not have committed the crime that you have been convicted of? If so, please provide details.**

**Is there any fresh evidence not adduced at your trial to indicate that you are innocent that was not put before the jury at your trial? If so, please provide details.**

**In what ways do you think the innocent project could best help you in pursuing your claims of innocence?**

**Is your case currently being looked at by other innocence projects/ universities/ other organisations? If so, please give details.**

**Please tell us as much as you can about your claim of innocence (continue on a separate sheet of paper if you need more space).**

**SECTION I: PREVIOUS CONVICTIONS**

Please list all other offences that you have previously been convicted of:

**SECTION J: BACKGROUND INFORMATION**

It would help our records to collect the following background information. If you do not want to answer any of the questions, it will **not** exclude your case from consideration.

*Gender:*

*Ethnicity:*

*Nationality:*

*Date of Birth:*

*Relationship Status:*

*Children:*

*Previous Employment:*

*Have you suffered from any health complaints subsequent to the conviction? If so, please provide details.*

**SECTION K: DECLARATION OF INNOCENCE**

***\*Please read this carefully and sign it if you are happy with its content.***

**I,(NAME IN BLOCKS)……….*………………………………………………..........*, declare that I am FACTUALLY INNOCENT of the crime(s) for which I was convicted of (i.e. I DID NOT DO IT AND HAD NO INVOLVEMENT AT ALL).**

**I understand that the Innocence Project London (School of Law, University of Greenwich) will decline to be involved or withdraw involvement from my case if any of the information I have so far given or will provide in the future is found to be untrue without any reasonable explanation.**

**I understand that the Innocence Project London, (School of Law, University of Greenwich) will withdraw involvement from my case if new inculpating evidence or evidence of guilt previously undisclosed by me emerges from their investigation that discredits my claim of innocence.**

**I understand that the Innocence Project London, (School of Law, University of Greenwich) reserve the right to withdraw involvement from my case.**

**I understand that even if my case is deemed eligible, it does not mean that the Innocence Project London, (School of Law, University of Greenwich) will definitely become involved in my case.**

**I confirm that all the information provided in the Preliminary Questionnaire is true to the best of my knowledge.**

Full name…………………………………………………………………………….

Signed…………………………………………………………………………………

Dated…………………………………………………………………………………..

**SECTION L: LETTER OF AUTHORITY**

***\*Please read this carefully and sign it if you are happy with its content.***

I, (NAME IN BLOCKS)………………………………………………………., give permission for any information and/or case papers pertaining to my case to be released to the Innocence Project at the following address:

*Innocence Project London,*

*School of Law, University of Greenwich*

*Old Royal Naval College,*

*Park Row,*

London SE10 9LS

I give permission for any information and/or case papers pertaining to my case to be released to the Innocence Project London (School of Law, University of Greenwich) for further investigation.

I am happy for the Innocence Project London (School of Law, University of Greenwich) to retain my information in an anonymized and non-identifiable form **INDEFINITELY** in a secure database to be used for research purposes by Innocence Project researchers.

I am happy for you to discuss my case with my supporters/family/friends, namely (please list contact details):

…………………………………………………………………………………….......................................................................................................................................

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Full name…………………………………………………………………………….

Signed…………………………………………………………………………………

Dated…………………………………………………………………………………..

**SECTION M: AUTHORITY TO PUBLICISE CASE**

The Innocence Project London (School of Law, University of Greenwich) may want to publicise details about your conviction in an effort to raise public awareness of your claim of innocence.

This includes (but is not limited to) publicising your case on Innocence Project London (School of Law, University of Greenwich) website, speaking about your case and/or passing on information about your case to the media.

Please be assured that if you choose **not** to give permission for Innocence Project London (School of Law, University of Greenwich) to publicise your case, this will **not** affect the Innocence Project’s assessment and investigation of your case.

I, (NAME IN BLOCKS)………………………………………………………., **agree** or **do not agree** for Innocence Project London (School of Law, University of Greenwich) to publicise details of my case.

Full name…………………………………………………………………………….

Signed…………………………………………………………………………………

Dated……………………………………………………………………………

**SECTION N: CONSENT TO USE OF PERSONAL DATA**

I hereby consent to the any personal information provided in this Preliminary Questionnaire, any documents that I authorise to be released to the Innocence Project under Section L, and any other documents that I provide to the Innocence Project pursuant to this Preliminary Questionnaire for the following purposes (please tick):

□ The duration of the assessment and evaluation of my case so as to determine the nature of the Innocence Project’s involvement, whether legal or otherwise;

□ Further research into wrongful convictions by Innocence Project researchers;

□ Contacting any supporters, family or friends listed in Section L for the purposes of obtaining more information about my case;

□ If my case is deemed eligible and accepted, for the duration the Innocence Project is working on my case.

Full name…………………………………………………………………………….

Signed…………………………………………………………………………………

Dated……………………………………………………………………………