



# **Application form** **for review of conviction** **or sentence, or both**



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## **Do you believe you have been** **wrongly convicted or sentenced for** **a crime in Scotland?**

The Scottish Criminal Cases Review Commission is responsible for reviewing cases where a person believes they were wrongly convicted or sentenced.

We can review your case and if we consider there are grounds for it to be referred, we have the power to refer your case back to the High Court.

An important factor we will consider is whether or not you have used all your rights of appeal. We do not determine guilt or innocence. If your case is referred, you will be given a new hearing in the High Court.



## What you should know before you apply

- Our job is to review your case independently and make a referral if we consider there are grounds for it to be referred. We do not act as your lawyer, but we are independent from the police and the courts.
- To help us with our review, we will need to get some information about you and your case.
- You may like to ask a lawyer, family member, friend or someone you trust to help you complete the form.
- If you would like to use a lawyer, you may be entitled to apply for legal aid.

Please try to complete as much of this form as you can, but don't worry if you can't answer everything.

**Once you have completed the form, please send the form and any supporting documents to:**



Scottish Criminal Cases Review Commission  
17 Renfield Street  
Glasgow, G2 5AH

**If you wish to submit the form electronically please contact us at the following email address and we will send you a link so that you can do this securely:**



[info@sccrc.org.uk](mailto:info@sccrc.org.uk)

## What we need to know about you

Please try to complete as much of this form as you can, but don't worry if you can't answer everything.



**1** By what title would you prefer we use? (i.e. Mr, Mrs etc.)



**2** What is your first name(s)?

**3** What is your surname?



**4** If you have been known by a different name(s), please provide those name(s) here

**5** Do you have a preferred name?

## What we need to know about you (continued)



**6** What is your sex?

☐

Male

☐

Female

**7** How do you identify your gender?

☐

Male

☐

Female

☐

Prefer not to say

Self-describe:



**8** What is your date of birth? (dd/mm/yyyy)



**9** Have you applied to us before?

☐

Yes

☐

No

## Details of friends or supporters



**10** Is someone helping you with this application?

☐

Yes

☐

No



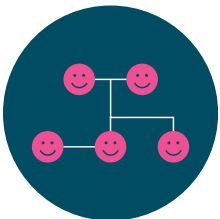
**11** If yes, and if you would like us to be able to contact them, please provide us with their details:

Name:

Address:

Email:

Phone Number:



**12** What is their relationship to you?

☐

Family, friend or supporter

☐

Lawyer

Other – please give details

## Details of friends or supporters (continued)



- 13** Are there any lawyers who may have papers about your case? If yes please provide details:

Lawyer's name

Law firm

Phone Number:

Email:



Have you had any other lawyer(s)?

Lawyer's name

Law firm

Phone Number:

Email:

## What we need to know about your case



**14** Was there a jury sitting in your trial?

☐ Yes **OR** ☐ No



**15** In what town or city were you convicted?



**16** If you know the PF reference number, please let us know here.



**17** What date were you convicted?



**18** What date were you sentenced?

## What we need to know about your case (continued)



**19** Were you convicted with other people?

☐

Yes

☐

No

**20** If yes, what were their names?



**21** What crime(s) were you found guilty of?



**22** For this crime, did you tell the court you were:

☐

Guilty

☐

Not Guilty



**23** Would you like us to look at your conviction for this crime?

☐

Yes

☐

No



**24** What sentence were you given at court?



## What we need to know about your case (continued)



**25** If you were sent to prison, how long was your sentence?

**26** Would you like us to look at your sentence for this crime?

☐

Yes

☐

No



**27** Are you in prison?

☐

Yes

please answer  
Questions 28–30

☐

No

please move to  
Question 31

*If you are in prison:*



**28** What is your prison number?



**29** What is the name of the prison you are in?



**30** When is your release date?

☐

I do not know my release date.

## What we need to know about your case (continued)



**31** What is the best postal address to reach you?



**32** If you have a telephone number, what is it?



**33** If you have an email address, what is it?

## Your appeal history



**34** Have you asked the court for an appeal?

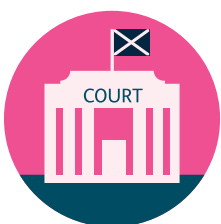
☐

Yes

☐

No

please let us know why not,  
using the box below then  
go to Question 39.



**35** Was your appeal heard in a court?

☐

Yes

☐

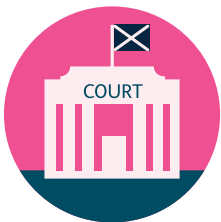
No

## Your appeal history (continued)



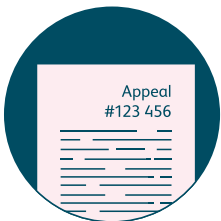
**36** Was your appeal against:

- ☐ Your conviction
- ☐ Your sentence
- ☐ Both



**37** Please let us know which court your appeal was in:

- ☐ Sheriff Appeal Court
- ☐ High Court



**38** If you know any of your appeal numbers, please list them here:



## Tell us here why you think you didn't get justice in your case

- 39** For us to refer your case back to an appeal court, we must first review all the material and then consider if there are new reasons that have not been appealed and/or grounds for it to be referred.

You will find helpful advice on how to answer this and talking about some of the more common grounds for appeal in our “Guidance on Submissions” and the documents linked to it. These documents should have been provided with this form. If they have not you can request these documents by calling us at 0141 270 7030.

You can continue on the following page and on separate pieces of paper if you need to.



## Tell us here why you think you didn't get justice in your case (continued)

(You can continue on separate pieces of paper if you need to).



- 40** **Special circumstances:** If you have any special circumstances which may apply in your case, such as your health, or the health of a witness, please let us know here.



- 41** **Supporting documents:** Please let us know the documents you are sending to us with this form.



## Data Protection

We obtain, store and disclose information about you.

We do so for a ‘law enforcement purpose’ – to decide whether there may have been a miscarriage of justice in your case and it is in the interests of justice to refer your case to the High Court for determination.

Part 3 of the Data Protection Act 2018 allows us to do so.

We may also disclose information about you for the purposes of criminal, disciplinary or civil proceedings, or the investigation or prosecution of an offence.

Our data protection and retention policies can be found at [www.sccrc.org.uk](http://www.sccrc.org.uk) – or please write to us if you would like a paper copy of the policy.





## Your signature

To investigate your case fully, we may need to obtain information about your case from:

- the solicitor(s) who represented you at the trial and the appeal;
- any advocate(s) who represented you at the trial and the appeal; and
- any other solicitor or advocate who represented you at any other stage in your case, including your current solicitor.
- The information we need may include:
- information about how your case was prepared and presented at the trial and the appeal; and
- details of confidential discussions you had with your solicitor or advocate (or both) at the trial stage, the appeal stage or after the appeal.

We may decide not to investigate your case unless you give us your permission for these representatives to disclose this information to us. If you wish to give permission for these representatives to give us this information, please sign below.

By signing below, you are giving permission to your previous and current legal representatives to disclose to us the information we ask for.

You may want to get legal advice before you sign.

**Your Name:**

**Your Signature:**

**Date:**

Please remember to include with this form, any papers or other material you think the Commission needs to look at for your case.



**When you have filled in this form, please send it to us at:**



Scottish Criminal Cases Review Commission  
17 Renfield Street  
Glasgow, G2 5AH

**or email:**



[info@sccrc.org.uk](mailto:info@sccrc.org.uk)

It would help us to reach out to other people who might need the Commission if we knew how you found out about us.

***How did you find out about us?***

## Equalities monitoring

The Scottish Criminal Cases Review Commission wishes to ensure equality in all its policies and procedures. We ask all applicants to complete the following part of the application form.

We will treat your answers in the strictest confidence and will use the information you give only to help us check whether our policies and procedures meet the needs of all our applicants and to help us improve our service.



### What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

**White:** ☐ English ☐ Welsh ☐ Scottish ☐ Northern Irish ☐ Irish  
☐ British ☐ Gypsy or Irish Traveler ☐ Prefer not to say

Any other white background, please write in:

**Mixed/multiple ethnic groups:** ☐ White and Black Caribbean ☐ White and Black African  
☐ White and Asian ☐ Prefer not to say

Any other mixed background, please write in:

**Asian/Asian British:** ☐ Indian ☐ Pakistani ☐ Bangladeshi ☐ Chinese  
☐ Prefer not to say

Any other Asian background, please write in:

**Black/ African/ Caribbean/ Black British:** ☐ African ☐ Caribbean ☐ Prefer not to say

Any other Black/African/Caribbean background, please write in:

**Other ethnic group:** ☐ Arab ☐ Prefer not to say

Any other ethnic group, please write in:



### Do you consider yourself to have a disability or health condition?

☐ Yes ☐ No ☐ Prefer not to say

What is the effect or impact of your disability or health condition? Please write in here: