**CRM/06: Choice of Advocate – Proceedings and/or Crown Court**

**Your case:** [**Name of Crown Court] on [date] at [time]**

As discussed and having considered the status, experience, and suitability of all available counsel or in house advocates we have, with your agreement, instructed [name of advocate], who is a [barrister/solicitor-advocate], to conduct your case. [Name of advocate] has all the documentation in your case and has been asked to consider this. [Name of Advocate] is an experienced Crown Court advocate, and has been approved via the firm’s quality assurance systems.

We are in the process of making arrangements for a conference with your advocate and will write to you shortly with the details.

If you have any other questions or comments, please do not hesitate to contact me.

Yours sincerely