

Notice for legal professionals when submitting applications to the Criminal Appeal Office

FOR OFFICIAL USE: CAO Ref No: _____
Form NG
Notice and Grounds of appeal or application for permission to appeal against sentence to the Court of Appeal Criminal Division
(Criminal Procedure Rules 39.3(1), 39.3(2))

Please read the Guidance Notes before completing this form. Write in block ink and use block capitals.

Section A: Appellant's details
Surname: _____
Address: _____
Prison # if in custody: _____
E-mail: _____
Prison Index No: _____
Date of birth: _____

Section B: Court details
The court where sentenced: _____
Date sentenced: _____
Name of Judge: _____
Date committed: _____

Section C: Details of sentence/penalties

Crown Court Case number(s)	Court No.	Offence(s) & Legislation	Physical injury or conviction	Sentence or Committal	Minimum sentence for offence

Changes to part 39 of the Criminal Procedure Rules came into effect on 1 October 2018. As a result of these changes, appeals against conviction, sentence or confiscation should be lodged directly with the Criminal Appeal Office and not the Crown Court. Further to this, a separate Form NG is required for each type of application.

Following the changes many legal professionals have adopted the new procedure but some applications are still being received on incorrect (old style) forms. The Criminal Appeal Office is unable to accept these applications and this can lead to delays.

To reduce this, we remind everyone to make sure that they are following the updated Part 39 of the Criminal Procedure Rules.

We have [published Forms NG and guidance, including the service address details, as well as advice on completing the forms and grounds of appeal.](#)

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1. 13 January 2020 Added translation
2. 10 January 2020 First published.