TERMS AND CONDITIONS FOR INSTRUCTED AGENTS

We will instruct you by any method including text, email & telephone.

If it’s going to take you longer than 45 minutes to get to an interview location please tell us before accepting an instruction

Once instructed please keep us up to date if anything changes including If you are delayed.

Always call ahead with an ETA. We will always help you deal with and manage the police. - we will always pass on an oic details if we have them, if not please call custody.

We are happy to take calls from the the police while we are dealing with the matter, If there are any problems let us know.

When the case is concluded please provide us with a result as soon as you can. You can email, text or call us with results.

You must complete a report within 24 hours. We have a booklet if you wish to complete ours but your own version is also acceptable. All notes should be emailed. Any handwritten notes should be scanned and emailed. Please destroy any hand written notes in an appropriate manner.

After the interviews have concluded you are no longer involved. You should have no further dealings with the clients or the police. If you get any calls please simply give them our or the firms number. We will of course be only to happy to assist with any queries. Messages will be forwarded to the firm.

Do not send any papers, invoices etc direct to firms. Send all of these to us at info@criminalagents4u.co.uk

Payment runs are twice a month. Once on the 14th (for papers and invoices received up to and including 27th of the previous month) and again on the 28th (for invoices and paper received up to and including 13th ) please note this is the date the **papers and invoice** are received, and if sent separately the later date is used, it is not the date the job was done.

By accepting a job from us you are also accepting these terms and conditions, you confirm you have read, understood and accepted their contents.

Always Put the client first. You are at the police station to represent the client and follow their instructions.

Record times! Under the Criminal Contract the solicitors still need to report them.

Always complete CRMe14 the online declaration form so the firm can apply for legal aid.

Ensure we have your correct bank details and contact details including email address. We can not be held responsible for your details not being up to date and please put any changes in writing ASAP. Any funds that come back to us will be placed on the next payment run.

Upon request you must provide to us within a reasonable amount of time any documentation which can be used to Demonstrate you are a qualified police station representativev able to accept instruction. This could include confirmation of your supervising solicitor, a copy of your CPD logs and qualification certificates.

Ensure you have an identification card. The contract (clause 6.63 and 9.46) specifies that all staff undertaking Police Station work must carry an identification card as specified by the LAA.

Criminal Agents 4 U reserves the right to update these Terms & Conditions as needed /. We see fit. Criminal Contract and Criminal Law is updated and newly interpreted on a regular basis. Our terms will reflect any changes so do please refer back to these regularly.

All reps are self-employed. They are wholly responsible for the payment of their own tax and national insurance and any other obligations they have.

All reps are responsible for keeping up to date with any and all requirements imposed on them to remain in practise. All reps are responsible for ensuring they have a Supervising Solicitor and obtaining CPD points along with any other requirements imposed by the Law Society, Legal Aid Agency or other supervising body. Should you be barred for any reason from continuing to practice Criminal Agents 4 U must be informed immediately.

We thank you for taking the time to read these and look forward to working with you.

If you wish to register your details to accept instructions from us please fill in the contact form or email us [info@criminalagents4u.co.uk](mailto:info@criminalagents4u.co.uk). Please include what areas you can cover and whether you cover just police stations and/or court hearings.