

Notes request form

This form is designed to support Investigating Officers and Solicitors to submit Notes Requests and/or Subpoenas to in line with CPS Guidance for pre-trial therapy.

Information for Investigating Officers: The CPS Pre-trial therapy guidelines "(2022) state that Police must have a specific reason for requesting access to therapy notes and that the request must be a reasonable line of enquiry. In line with the guidance, we are unable accept requests to access all therapy notes as we have a legal obligation to protect our client's privacy and data. A step-by-step guide for police can be found in the CPS Guidance for accessing Pre-Trial Therapy notes from Third Parties in Annex B of the new CPS Pre-Trial Therapy Guidelines. We require this information and a copy of the victim's consent form to release notes before we can release any notes.

Section A: Notes Request

Professional requesting notes		*Mandatory
Your Name		*
Role		*
Force Identification Number		*
Email		*
Contact Telephone		*
Do you have agreement from the victim to release notes?	Yes – please complete section B with the victim No – We are unable to release notes without client agreement	* <i>select one</i>
Reason for request to share notes	For use by the Police to assist in the investigation of a criminal offence For use by the Crown Prosecution Service in support of criminal proceedings For use by Social Care in Family Court proceedings For use by the Criminal Injuries Compensation Authority (CICA) Court request Other	* <i>Select</i>
Victim Details		
Victim Name		*
Victim Date of Birth		*

Continued below



Offence Details		
Offence under investigation:	<ul style="list-style-type: none"> • Rape • Sexual Assault by Penetration • Sexual Assault • Sexual act with a child • Sexual touching • Grooming • Extreme pornography • Disclosing private sexual images without consent ('revenge pornography') • Indecent images of children • Other 	* <i>Select</i>
Has Early Advice from the CPS been sought in this case?	Yes No	* <i>Select</i>
Why you have reason to believe access to the session notes constitutes a reasonable line of enquiry?		
Notes from which part of the service?	Therapy / counselling Independent Sexual Violence Advisor (ISVA) Advocacy / case navigator Other	* <i>Select</i>
The specific time period and particular issue you are looking to confirm?		*
Other information		

On submission

We aim to respond to Notes requests within 30 days. We encourage Investigating Officers and Solicitors to contact the practitioner/service manager for a further conversation once you have submitted this request form. You can contact us on

Section B: Agreement for Police to complete with victim

Please complete this section with the person whose notes you are requesting, to seek their agreement for requesting their notes. NB: Police may have their own Consent Form Template that they send to therapy

services to release notes. This is a guide to demonstrate what should have been completed by the police with your client in advance of the Notes Request

Agreement

I confirm that I have read this form with my police officer/ solicitor (or had this form read to me by my police officer/solicitor).

I have had the opportunity to ask ANY questions about any part of this form that I do not understand.

I agree to my therapy/support service being asked to the release the notes from my sessions as detailed above.

Please complete your details and sign below if you agree with the statements above.

Name	
Signature	
Date	
For children and young people, please seek agreement from a parent/carer.	
Parent/ carer name	
Signature	
Date	