SCOTLAND EDITION • FREE SELF-ADVOCACY GUIDE

# Preparing a Criminal Case Review in Scotland (SCCRC)

A plain-English guide for people in Scottish prisons and their families on the outside • Provided by CCRCS (ccrcs.co.uk)

**IMPORTANT PRISON MAIL WARNING — DO NOT MARK AS "PRIVILEGED LEGAL MAIL"**

Under the **Prisons and Young Offenders Institutions (Scotland) Rules 2011 (Rule 56)**, privileged legal correspondence only applies to letters between you and your solicitor, advocate, the courts, or approved bodies like the SCCRC. CCRCS is **not a law firm**, and family members are private citizens. Families must post this guide and any CCRCS templates via **standard social mail** (with your name, prison number, and a return address on the envelope). Never mark CCRCS documents as confidential legal mail.

## 1. Who We Are & How CCRCS Helps

**Criminal Cases Review Coaching Services (CCRCS)** is a free, independent self-advocacy platform (**ccrcs.co.uk**). We do not charge fees, we never hold your personal case files, and we do not act as solicitors or advocates. Instead, we provide plain-English guides and privacy-safe (zero-PII) frameworks so you and your trusted supporters on the outside can organise a clear, structured application to the **Scottish Criminal Cases Review Commission (SCCRC)**.

## 2. How Inside & Outside Teamwork Works

Because you do not have open internet access inside a Scottish prison, the most effective way to build your application is to split the work between you and a trusted family member or friend on the outside:

| Your Role (Inside Prison) | Your Supporter's Role (On the Outside) |
|---|---|
| • **Write a clear timeline:** List key dates from the investigation, arrest, trial, and appeal in chronological order.<br>• **Identify what went wrong:** Note missing evidence, uncalled witnesses, police/Crown disclosure gaps, or sentencing errors.<br>• **Keep personal papers safe:** Never send original trial bundles or sensitive personal documents to CCRCS.<br>• **Review and sign the final form:** You remain in full control of your case and sign your own SCCRC application. | • **Visit ccrcs.co.uk:** Access free, Scotland-specific SCCRC guidance, chronology builders, and Subject Access Request (SAR) templates.<br>• **Use Zero-PII AI frameworks:** Use CCRCS's anonymised prompt templates (removing all names, dates, and case numbers) to structure arguments cleanly.<br>• **Gather public domain records:** Help request police, Crown Office (COPFS), or court records through formal SARs.<br>• **Post printed guides via standard mail:** Print clean templates and send them in via regular prison post or Email a Prisoner. |

### Zero-PII Privacy Rule: Protecting Your Case

**PII** stands for *Personally Identifiable Information* (your name, prison number, court reference, witness names, or specific addresses). Never put real names or sensitive case papers into public AI tools or send them to CCRCS. Your supporter uses CCRCS's anonymised templates on the outside, then you insert your real details privately on paper before posting to the SCCRC.

# What the SCCRC Looks For & Next Steps

## 3. Understanding the SCCRC Referral Test (Scots Law)

In Scotland, wrongful convictions and sentences are reviewed by the **Scottish Criminal Cases Review Commission (SCCRC)** — not the English CCRC. Before applying to the SCCRC, you should normally have already appealed (or sought leave to appeal) to the High Court of Justiciary. To refer your case back to the High Court, the SCCRC must be satisfied of two statutory tests:

- **Miscarriage of Justice:** The Commission must believe that a miscarriage of justice *may have occurred* in your conviction or sentence (for example, due to fresh evidence, undisclosed Crown material, defective representation, or a legal misdirection).
- **Interests of Justice:** The Commission must also believe that it is *in the interests of justice* that a reference should be made to the High Court.

## 4. Step-by-Step Preparation Checklist

☐ **Step 1 — Check Your Appeal Status:** Confirm whether your first appeal or leave to appeal to the High Court of Justiciary has concluded (or note the exceptional reasons if you could not appeal earlier).

☐ **Step 2 — Build a Master Chronology:** Write down every major event in date order. Keep facts separate from opinions — reviewers look for clear dates, document names, and specific discrepancies.

☐ **Step 3 — Audit Missing Disclosure:** List any police statements, forensic reports, CCTV, or Crown Office (COPFS) schedules that were never disclosed before or during your trial.

☐ **Step 4 — Have Your Supporter Use CCRCS Templates:** Ask your outside supporter to visit **ccrcs.co.uk/scotland** to use the free SCCRC structure guides and SAR templates.

☐ **Step 5 — Submit Directly to the SCCRC:** You do not need a solicitor to apply to the SCCRC. Send your completed form directly to the Commission using confidential legal correspondence channels.

### Key Contacts & Useful Addresses (Scotland)

**Scottish Criminal Cases Review Commission (SCCRC)**
Portland House, 5th Floor
17 Renfield Street, Glasgow, G2 5AH
Tel: 0141 270 7030 • Web: www.sccrc.co.uk
*Note: Correspondence to the SCCRC qualifies as confidential privileged mail under Scottish Prison Rules.*

**Criminal Cases Review Coaching Services (CCRCS)**
Website: **https://ccrcs.co.uk** (Select *Scotland*)
Email (for outside supporters): **info@ccrcs.co.uk**
Hours: Monday – Friday, 9:00am – 5:00pm GMT
*Remember: Never send personal case files or PII to CCRCS.*

**Disclaimer:** Criminal Cases Review Coaching Services (CCRCS) is an independent self-advocacy guidance platform. We are not a law firm, do not provide formal legal advice, and do not act as legal representatives. Always verify legal deadlines and consult a qualified Scottish criminal appeal solicitor where possible. © 2026 CCRCS.