**Drafting Pro-Forma**

(\*Required)

Volunteer’s name \*

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Volunteer’s email \*

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Victim's name \*

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Country where victim is located or citizenship \*

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Addresses \*

Enter the name, title and address of the person to whom the letter should be sent.

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Enter the salutation \*

e.g. Dear Mr President or Your Excellency

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Enter the heading for the letter \*

e.g. "Country - Mr Joe Bloggs - lawyer at risk"

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First paragraph \*

Describe the Law Society

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Second paragraph \*

Explain the facts, make sure that they signpost the provisions of law to be referred to in the next paragraph

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Third paragraph \*

Quote legal standards, make sure these are relevant to the case and link to the facts that you have included in paragraph 2

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Fourth paragraph \*

Sum up what the Law Society would like

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Additional information

Only use if necessary

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Enter names and addresses of people who should receive a copy of this letter \*

i.e. the name and address of the country’s ambassador/embassy in UK

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Mandate checklist \*

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| The victim is a lawyer and I have stated this in my draft. |  |
| The victim is not a lawyer. (S)he does the work of a lawyer. I have stated this in my draft. |  |
| Non-lawyer whose work assists a lawyer's work or contributes to legal work. I've stated this in my draft. |  |
| This is a breach of a well-established principle of international law and/or is of wide-spread international concern. |  |
| This is a systemic and gross violation that undermines the justice system. |  |
| I no longer think that this case fits our mandate |  |

Have you checked that any treaties you refer to have been ratified and are in force? \*

Please be aware of the difference between (i) soft law and treaties, and (ii) signature and ratification of treaties.

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| --- | --- | --- |
|  | Yes |  |
|  | No |  |
|  | No treaties referred to |  |
|  | No - factual research only |  |

Where relevant, have you stated what the alleged real reason for the mistreatment is? \*

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| --- | --- | --- |
|  | Yes |  |
|  | No |  |
|  | Not relevant |  |

Where relevant, have you stated the practical consequences of the actions of the authorities (e.g. impeding the legitimate work of a lawyer)? \*

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| --- | --- | --- |
|  | Yes |  |
|  | No |  |
|  | Not relevant |  |

Have you performed a Google search to check whether any new developments have occurred since the factual research was undertaken? \*

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| --- | --- | --- |
|  | Yes |  |
|  | No |  |

Please recap (in the style of short bullet-points) the key actions that caused the violation of international law \*

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Please recap (in the style of short bullet-points) the key principles of international law which have been violated \*

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Please make a comprehensive list of all sources of information used (Don't forget to include sources provided by IAT researchers). \*

Please provide the web-link (and where possible, the name and date of the source).

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