



## Guidance for requesting an Intermediary

Finding an Intermediary varies according to how the vulnerable person is involved in the legal system:

### Witness in criminal proceedings

If the witness is eligible, a **Registered Intermediary** is provided by the NCA, sourced from a register kept by the **Witness Intermediary Scheme**. Call the **Witness Team** for advice on 0345 000 5463.

### Defendant in criminal court; respondent or other party in family proceedings; party in tribunals

An **HMCTS Approved Intermediary** is usually sourced by a **solicitor**, who makes an application to the court for special measures; Or an Intermediary is appointed by a **judge** or **magistrate** at their discretion. An appropriately qualified Intermediary may be located via [Intermediaries for Justice website](#) or via [the government website](#).

### Suspect

An Intermediary is sourced by the **Police** and/or a **solicitor**.

For suspects an appropriately qualified Intermediary may be located via [Intermediaries for Justice website](#) or via [the government website](#).



## Pathway for requesting an Intermediary

### Witness in criminal proceedings

The **interviewing officer** or **CPS Paralegal**:

1. Asks permission for a Registered Intermediary.
2. Downloads an RfS form on their intranet.
3. May ring the Witness Team for advice.
4. Returns the form to the NCA with a cost code.

AND

A **Registered Intermediary**

1. Is matched to the case.
2. Is sent a request for a service by the NCA.
3. Contacts the officer or paralegal.

### Defendant in criminal court; respondent or other party in family proceedings; party in tribunals

A **solicitor**

1. Finds an Intermediary from the IfJ website or the government website.
2. Seeks permission from the Legal Aid Authority (LAA) for defendants, or the court in family proceedings.
3. The intermediary is paid for by LAA for defendants or HMCTS in family proceedings (where there is no other available source of funding).

### Suspect

A **police officer/custody sergeant**

1. Asks permission for an Intermediary from their DI or DS.
2. Provides any cost code/PO number required.

The **Intermediary**

1. Sends a quote for an assessment, report and interview assistance.
2. Sends a report indicating if and how they can assist the interview.