



Dear Sir or Madam

Merseyside Police is currently updating contact information for all defence Solicitor firms in the region. This will enable us to issue automated Emails, providing you details of your client's relevant disposals, e.g. Charge, NFA, Re-bail etc.

These notifications will only be sent via the CJSM Secure Email Service. If you are not already set up with CJSM and wish to take advantage of this service then you should visit [www.cjsm.cjit.gov.uk](http://www.cjsm.cjit.gov.uk)

The service is free with no cost to yourselves in setting up the secure Email or in receiving the notifications.

To ensure our records are accurate and enable the system to function effectively, we require the following information:

- Business Name
- CJSM Email Address
- Postal Address
- Telephone Number

It would also be helpful that you inform us of any other / former names of your business, particularly those your clients may refer to. This way we may link them all to one CJSM Email address.

Likewise, if you have offices in other Merseyside locations, then please supply these details also. However, only one CJSM Email address may be provided for which all information may be sent.

If you wish to participate, please complete the Defence Solicitor Details Form, sign the form and email the completed form to [CJDevelopment@merseyside.pnn.police.uk](mailto:CJDevelopment@merseyside.pnn.police.uk)

Once the system is set up we will contact you via your CJSM Email, notifying you of the 'go live' date.