



Dear [name]

Thank you for your application to become a magistrate on the [bench name] bench.

As explained in the application notes for guidance, the Lord Chancellor will not generally appoint a candidate over the age of 65. This is because magistrates sit in a part-time capacity and generally have little previous experience of the court system, so will require training, mentoring and the opportunity to gain experience. The Lord Chancellor would normally expect that part-time magistrates will be able to sit for at least five years before retirement.

[As you have passed your 65th birthday / As you will have passed your 65th birthday by the end of the selection process delete/amend as applicable] the committee believes that it is important to remind you of the Lord Chancellor's policy in order to enable you to consider whether you wish to proceed with, or withdraw, your application.

I must stress that no decision about your application has been taken at this time. Should you decide to proceed, you will be invited to interview provided you meet all other eligibility criteria. The advisory committee does have discretion to recommend to the Lord Chancellor that he makes an exception to his general policy and it is, of course, open to him to do so. However, such instances are very rare.

I would be very grateful if you would consider the contents of this letter and write to me by no later than [confirmation date] to inform me whether you wish to proceed with, or withdraw, your application.

Yours sincerely,