

David C. Horsley LLB
Her Majesty's Coroner
for Portsmouth and
South East Hampshire



Coroner's Office
Room T20
The Guildhall
Guildhall Square
Portsmouth
PO1 2AJ

Fax: 023 9268 8331

Mrs Gillian MacKENZIE

Code A

08 March 2013

Dear Mrs MacKenzie,

I am writing to confirm that the Inquest into the death of Mrs Gladys RICHARDS has been scheduled for:

**Tuesday, 9th April 2013 at 10.00 am in the Coroner's Court in The Guildhall,
Guildhall Square, Portsmouth PO1 2AB**

It is anticipated that the Inquest will take 2 weeks.

The Coroner asks that you attend to give evidence as a family witness only on the first day, Tuesday, 9th April 2013. At the Inquest, the Coroner will ask you to give some brief details about Mrs Richards' life and what you personally know of the circumstances leading up to her death. In doing so, the Coroner fully appreciates that an Inquest can often be painful for family and friends of the deceased, but your assistance will be vital to the Coroner's investigation of your daughter's death. The Coroner will, of course, make every effort not to cause you any unnecessary distress.

The Coroner will also give you the opportunity to ask questions you may have about the evidence given at the Inquest concerning your daughter's death. The Coroner hopes that you will make use of this opportunity if there is anything in that evidence that you do not understand or that you think requires more clarification.

Because the Coroner has asked you to be a witness at the Inquest, you are entitled to claim certain expenses for attendance. These are explained in the enclosed notes and expenses claim forms. Also to assist you, I enclose a map showing the location of the Guildhall.

So that I know that you have received this letter, I would be grateful if you would kindly sign the enclosed acknowledgment and return it to the Coroner's Office. A stamped addressed envelope is enclosed.

Yours sincerely,

Code A

Coroner's Administrative Officer

Tel:

Email:

To: Code A
Coroner's Administrative Officer
The Guildhall
Guildhall Square
Portsmouth
PO1 2AB

Tel: Code A
Fax:

Email: Code A

Re: Inquest into the death of Mrs Gladys RICHARDS on

**Tuesday, 9th April 2013 at 10.00 am in the Coroner's Court in The Guildhall,
Guildhall Square, Portsmouth PO1 2AB**

I acknowledge receipt of your letter.

Signed..... Date.....
Mrs Gillian MacKENZIE