

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 Margaret COUCHMAN

**Code A**

08 March 2013

Dear Mrs Couchman,

The Coroner requires you to attend the following Inquest to give evidence.

**Name: Mrs Gladys RICHARDS**

**Died: 21<sup>st</sup> August 1998**

**Inquest on: Thursday, 11<sup>th</sup> April 2013 at 10.00 am in the Coroner's Court in  
The Guildhall, Guildhall Square, Portsmouth PO1 2AB**

**Time allocated: 2 days**

Your witness summons is attached. Please send in the reply slip to the witness summons in the enclosed stamped envelope.

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 (Please note, no fares or subsistence will be reimbursed without receipts). Also to assist you, I enclose a map showing the location of the Guildhall.

Yours sincerely,

**Code A**

**Code A**

**Coroner's Administrative Officer**

**Tel: Code A**

**Code A**



**URGENT!  
YOU MUST REPLY  
TO THIS SUMMONS  
WITHIN 7 DAYS**

To:

**Mrs Margaret COUCHMAN**

**Code A**

**You are hereby summoned to appear before me David Clark HORSLEY, on**

**Thursday, 11<sup>th</sup> April 2013 at 10.00 am in the Coroner's Court in The Guildhall,  
Guildhall Square, Portsmouth PO1 2AB**

to give evidence touching the death of **Mrs Gladys RICHARDS**  
Died on: 21<sup>st</sup> August 1998

It is anticipated that the Inquest will take 2 days.

Dated: **08 March 2013**

Signed **Code A**

**D C HORSLEY**  
**Her Majesty's Coroner for Portsmouth and South East Hampshire**

*Note: Failure to comply with this summons will render the persons liable to a fine not exceeding £4,000 (Coroner Act 1887, S.19, as amended by the Contempt of Court Act 1981 Schedule 2 part III) or imprisonment.*

**ACKNOWLEDGEMENT**

**Please sign and date this summons and return it to the address below.**

**A copy summons is enclosed for your retention.**

Witness Full Name: Mrs Margaret COUCHMAN  
Inquest Case: Mrs Gladys RICHARDS

In response to your summons, I will attend  
**Thursday, 11<sup>th</sup> April 2013 at 10.00 am in the Coroner's Court in The Guildhall,  
Guildhall Square, Portsmouth PO1 2AB**

Signed: ..... Dated: .....

In case of late changes to time and date of Inquest, please give telephone number.....

**Code A** Coroner's Administrative Officer, The Guildhall, Guildhall Square, Portsmouth, Hampshire  
PO1 2AB, Tel: 02392 688326 - Fax: 02392 688331