



Ministry of **JUSTICE**

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Ref : FOI/54218/PB

Dear -

Re : Request under the 2000 Freedom of Information Act

Thank you for your e-mail of 30 January, requesting a copy of the current internal departmental guidelines for briefing a minister.

Attached are copies of the guidelines you requested. These cover submissions and briefings for the Lord Chancellor and Secretary of State, other departmental ministers and the Permanent Secretary.

If you are unhappy with the result of your request for information, you may request an internal review within two calendar months of the date of this letter by writing to Access Rights Unit, Ministry of Justice, Post Point 6.17, Selborne House, 54-60 Victoria Street, London SW1E 6QW.

If you remain unhappy with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House Water Lane, Wilmslow, Cheshire, SK9 5AF.

If you have any queries about your request please contact me.

Yours sincerely

Paul Brigland
Access Rights Unit