

CRIMINAL SEXUAL CONDUCT CASE CHECKLIST - JUVENILE CLIENT

I. HIRING PROCESS

CONSULT WITH CLIENT: _____

CLIENT INTAKE: _____

SET UP MYCASE: _____

REPRESENTATION AGREEMENT: _____ SIGNED/REC'D DATE: _____

CLIENT WAIVES PRIVILEGE TO: _____

II. ARRAIGNMENT/BOND

COURT: _____ JUDGE/REFEREE: _____

INITIAL CHARGES: _____

PETITION RECEIVED: _____

PRINT STATUTE FOR EACH CHARGE FOR FILE: _____

PRINT JURY INSTRUCTION FOR EACH CHARGE FOR FILE: _____

JURY DEMAND/JUDGE DEMAND: _____ ***** (STRICTLY DUE IN 14 DAYS) *****

BOND, IF ANY: _____ UNUSUAL CONDITIONS: _____

III. DISCOVERY

DATE MCR 3.922 LETTER/DEMAND FILED: _____

DISCOVERY RECEIVED: _____

REVIEW DISCOVERY TO SEE IF THERE IS INFO MISSING: _____

FOLLOWUP LETTER RE: MISSING INFO/TAPES/ETC. : _____

FORENSIC INTERVIEW: _____ RECORDED: _____ REQUEST TO PX TO GET COPY: _____

IF NO, MOTION FILED: _____

TRANSCRIPT MADE OF FI: _____

POLYGRAPH: _____

V. PRETRIAL PHASE

MOTIONS TO BE FILED: _____

WITNESS LIST FILED: _____

EXHIBIT LIST FILED: _____

RISK ASSESSMENT NEEDED: _____ DATE OF APPT: _____ SEND REPORT TO PX: _____

EXPERTS: _____

CHECK TO EXPERT: _____

DISCOVERY TO EXPERT: _____

WHEN TO EXPECT REPORT/FOLLOW-UP: _____

EXPERT OPINION LETTERS SENT: _____

CV SENT: _____

ADDITIONAL INVESTIGATION PLANS:

ADDITIONAL RECORDS/DOCUMENTS NEEDED: _____

MEDICALS/CPS RECORDS/DIVORCE DOCUMENTS: _____

FACEBOOK/MYSPACE OF W'S: _____

ANY SPECIFICS BY TRIAL JUDGE—CUTOFF DATES, ETC. _____

SEND DISCOVERY TO PROSECUTOR: _____

IF PLEA...

LETTERS OF SUPPORT: _____

REPORT CARDS: _____

VI. TRIAL

WITNESSES TO SUBPOENA: _____

SUBPOENAS SERVED: _____

EXPERT CONFIRMED: _____

EXHIBITS MARKED: _____

CLEAN COPIES OF DOCUMENTS PREPARED: _____

JURY INSTRUCTIONS FINALIZED AND PRINTED: _____

VERDICT FORM IN BINDER: _____