

CRIMINAL SEXUAL CONDUCT CASE CHECKLIST - ADULT CLIENT

I. HIRING PROCESS

CONSULT WITH CLIENT: _____

CLIENT INTAKE: _____

ENTER IN MYCASE: _____

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

WAIVES PRIVILEGE: _____

II. ARRAIGNMENT/BOND

COURT: _____ JUDGE: _____

INITIAL CHARGES: _____

COMPLAINT RECEIVED: _____

PRINT STATUTE FOR EACH CHARGE FOR FILE: _____

PRINT JURY INSTRUCTION FOR EACH CHARGE FOR FILE: _____

BOND: _____ UNUSUAL CONDITIONS: _____

BOND POSTED?

IF NOT, CLIENT LOCATION:

HOURS/TIMES VISITING ALLOWED:

CHANGES TO BOND DURING/THROUGHOUT CASE: _____

III. DISCOVERY

DATE MCR 6.201 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: _____

IV. PRELIMINARY EXAMINATION

DATE FOR PRELIMINARY EXAMINATION: _____

WITNESSES TO SUBPOENA/REQUEST: _____ SUBPOENAS SENT: _____

EXAM HELD/WAIVED: _____

BOUND OVER ON WHAT CHARGES: _____

PRINT ANY NEW CHARGES FOR FILE: _____ PRINT ANY NEW JURY INSTRUCTIONS FOR FILE: _____

TRANSCRIPT ORDERED: _____ DEPOSIT CHECK SENT: _____

COURT REPORTER INFO: _____
TRANSCRIPT RECEIVED: _____
CAN AOI BE WAIVED: _____

V. AFTER BINDOVER

INFORMATION RECEIVED: _____
NOTICE OF ENHANCED SENTENCING: _____
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: _____
6.201 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: _____

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: _____