

CRIMINAL ACTION CHECKLIST

CLIENT NAME:		FILE NUMBER:
Due/Hearing date	Action taken date	Action required
		<i>Prospective Client Meeting</i>
		Attorney/Client Agreement
		OPEN NEW FILE
		Retention Letter / E-Mail Retention Sent
		Criminal Information – Obtained Copy
		Probable Cause – Affidavit / Hearing
		Warrant for Arrest – Yes/No
		Bond Set – If so, Amount
		Bond Reduction Hearing
		Initial hearing held.
		Omnibus date set.
		CRIMINAL DOCUMENTS – File GA; J/T Request; Discovery Request; Other Documents
		Legal defense filed 20 days before omnibus date.
		State's discovery submitted to Defendant.
		Defendant's discovery submitted to State.
		Deposition of: _____
		Deposition of: _____
		Motion for Suppression of Evidence & Motion in Limine filed
		Pre-Trial Statement filed at Initial PTC.
		Final Pre-Trial Conference.
		Hearing on Pre-Trial Motions held.
		Change of Plea Hearing held.
		Final Pre-Trial Conference held.
		Preliminary jury instructions filed.
		Pretrial Motions filed.

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Due/Hearing date	Action taken date	Action required
		Trial Brief Filed.
		Jury Trial Held.
		<p>Change of Plea</p> <ul style="list-style-type: none"> ▪ Conviction: <ul style="list-style-type: none"> ○ Count I _____ ○ Count II _____ ○ Count III _____ ○ Count IV _____ ○ Other _____ ▪ Jail <ul style="list-style-type: none"> ○ Incarcerated: _____ ○ Suspended: _____ ○ Other: _____ ▪ Court Costs: <ul style="list-style-type: none"> ○ _____ ○ _____ ○ _____ ▪ Driver's License Suspension <ul style="list-style-type: none"> ○ Admin Date: _____ ○ 90 Days _____ ○ 180 Restricted: _____ ○ Other _____ ○ _____ ▪ Other: _____ ▪ _____ ▪ _____ ▪ _____ ▪ _____
		Judgment issued.
		Sentencing date.
		Motion to Correct Errors/Praecipe filed.
		See Appeal Checklist.
		FINAL BILLING STATEMENT – AKL
		Closing Letter Sent.
		CLOSED FILE

NOTES/COMMENTS --

INTERNAL STAFF PROCEDURES

CLIENT NAME:	FILE NUMBER:
LA – Legal Assistant / PL – Paralegal / AA – Associate Attorney / CPL – Carl Lamb	
Action Required	Action taken date
LA – Open File [Complete all required tasks when opening a new file]	
LA – Print Doxpop CCS – [Insert updated CCS into file]	
LA – Include Criminal Pleadings [Criminal Information and any other documents]	
LA – Determine all Court dates and list [Place Court dates into calendar and circulate]	
LA – Give file to Associate	
AA – Make an initial review of file / prepare Memo and circulate to CPL [AA to pull all applicable statutes / print / place into file / circulate statutes to CPL via e-mail]	
AA – Review any relevant case authority / send results to CPL / <i>Assign file to PL for the work on discovery</i>	
PL – <i>Work on discovery to include:</i> <ul style="list-style-type: none"> ▪ Insert discovery deadlines ▪ Review any and all discovery Prepare Memo to AA and CPL	
PL/AA – Review all possible witnesses and get statements	
AA/CPL – Meet with client and review discovery / statutes / any relevant cases / any Plea Offers	
AA/CPL – Attend Pre-Trial Conference	
AA/CPL – Submit Detailed Memorandum to Client outlining our work / our position on Plea Offer – [Review with client and get client's signature noting the review]	
CPL – Case either goes by way of a Plea or formal Jury Trial Preparation begins – [Need Jury Trial Fee Agreement Completed]	