

Lawyer JAT Checklist

Client Charges

Disclosure received by client?	Disclosure/evidence understood?	Any literacy issues? Solutions?
Mental health issues? Fit to plead? Defence?	Intellectual disability issue? Fit to plead?	Interpreter needed?

Initial instructions taken – prepare signed record, file note or brief

Further tasks for lawyer (witnesses, experts, research):

Further tasks for client (witnesses, evidence):

Advice given about charges and defence

Advice given and instructions taken if can elect jury trial (note all sexual offending can be JAT)

Advice given about disputed facts hearing if charge admitted but not summary of facts

Advice given about discounts for guilty pleas

Advice given about sentence indication hearing

Decisions made:

Heading for trial? Finalise defence and trial strategy:

Defendant to give evidence? Defendant's decision. Give advice.
Get signed instructions. Prepare signed brief.

Witnesses for defendant? Defendant's decision's. Give advice.
Get instructions.

Any objections to evidence or hearsay applications to make?

Tasks for Court date (obtaining exhibits, records, evidence such as texts or
bank statements, organising witnesses etc)
