

# CASE CLOSING FORM-GENERAL

## ARRAIGNMENT

Was an attorney present at arraignment?  YES  NO  Don't know

## INITIAL CHARGE (Check ALL that apply):

- Violation  Misdemeanor  Non-Violent Felony  Violent Felony  
 Homicide  Drug  Sex Offense  
 DWI  Other: \_\_\_\_\_

## DISPOSITION TYPE:

- Not guilty after trial  Dismissal  Guilty-Plea Top Charge  
 Guilty-Plea Lesser Charge  Guilty-Trial Top Charge  Guilty-Trial Lesser Charge  
 Other: \_\_\_\_\_

## LENGTH CASE OPEN: (From assignment to end of attorney's involvement in the case)

- <1 day  1-7 days  8-14 days  15-30 days  
 31-90 days  91-180 days  7-12 months  More than 1 year

## IMMIGRATION AND OTHER COLLATERAL CONSEQUENCES

	YES	NO	N/A
Did you ascertain the client's immigration status?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Did you consult with an attorney experienced in immigration and criminal law?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Did you advise the client about any related immigration consequences?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Did you advise the client (whether or not a citizen) as to other collateral consequences of a conviction (i.e., employment, housing, higher education, family, etc.)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## INVESTIGATION

Did you use an investigator?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Did any member of the defense team visit the crime scene?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Were any potential witnesses interviewed by a member of the defense team?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Did any member of the defense team request or subpoena records (other than the client's rap sheet or discovery materials)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Did any member of the defense team conduct legal research in the course of the case?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## EXPERTS/INTERPRETERS

Was there physical or scientific evidence in the case?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Did you consult with or retain an expert witness in the course of the case? (If YES, type of expert: _____)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Did the expert testify in the case?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Did you use a sentencing advocate, social worker or other client advocate in the case?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Was English the client's first language?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Was an interpreter used in the case?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Was an interpreter retained by the defense to communicate with the client outside of court?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## SUPERVISION

Did you seek advice on the case from a supervisor on any issue such as: legal, practice, investigative, sentencing, or client relations?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Attorney \_\_\_\_\_

Client \_\_\_\_\_

Date of Birth \_\_\_\_\_

Docket/Case# \_\_\_\_\_

Date Assigned: \_\_\_\_\_

Date Closed: \_\_\_\_\_

## CASE CLOSING FORM-GENERAL

	YES	NO	N/A
<b>CONSULTING/BRAINSTORMING</b>			
Did you seek advice on the case from a colleague (other than a supervisor) on any issue such as: legal, practice, investigative, sentencing, or client relations?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>COURT PROCEEDINGS</b>			
Were any of the following types of <i>motions</i> filed by the defense at any time during the case?			
Discovery demand (If YES: <input type="radio"/> oral <input type="radio"/> written)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Omnibus motion (If YES: <input type="radio"/> oral <input type="radio"/> written)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Motion in limine (If YES: <input type="radio"/> oral <input type="radio"/> written)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Motion to suppress evidence (If YES: <input type="radio"/> oral <input type="radio"/> written)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Motion to dismiss the case (If YES: <input type="radio"/> oral <input type="radio"/> written)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Which of the following kinds of <i>hearings</i> were conducted in the case?			
Contested bail hearing (any time after initial arraignment)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Preliminary hearing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Suppression hearings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Molineux/Sandoval	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other: _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Did the case proceed to trial? (If YES: <input type="radio"/> Jury <input type="radio"/> Bench)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Did you file a sentencing memorandum?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Did you file a notice of appeal?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**TIME AND APPEARANCES**

Total number of court appearances in the case

0    1    2    3    4    5    6    7    8    9    10 or more

Total number of meetings with client in jail

0    1    2    3    4    5    6    7    8    9    10 or more

Total number of meetings with client (including telephone) outside of court or jail

0    1-5    6-10    11-15    16 or more

After arraignment, how many days elapsed before you met with the client?

<1 day    1-2 days    3-5 days    6-10 days    11-20 days    More than 21 days

Estimate total amount of time of all client meetings combined

\_\_\_\_\_ HOURS

*ADDITIONAL CASE DETAILS (A response is optional, but please consider answering the following types of questions: What was your greatest accomplishment in this case? What specific work did you do that you think affected the outcome of this case the most? Were there any specific resources/assistance that were lacking that you would have liked to utilize while working on this case? What other details would you like to describe about this case?):*

**(Please attach an additional sheet if more space is needed.)**