



GENERAL CASE CLOSING FORM

ARRAIGNMENT

Was an attorney present at arraignment? [] YES [] NO [] I don't know
Were YOU the arraigning attorney? [] YES [] NO [] N/A

INITIAL CHARGE(S) (Check ALL that apply)

[] Violation [] Non-Violent Felony [] Other:
[] Misdemeanor [] Violent Felony

SPECIAL CHARGE(S) (Check ALL that apply)

[] Homicide [] Drug [] Adolescent / Juvenile Offender
[] DWI [] Sex Offense [] Youthful Offender [] NONE

DISPOSITION TYPE

[] Not Guilty After Trial [] Dismissal [] Adjudgment in Contemplation of Dismissal
[] Guilty-Plea Lesser Charge [] Guilty-Trial Top Charge [] Removed to Family Court
[] Guilty-Trial Lesser Charge [] Guilty-Plea Top Charge [] Other:

Did the disposition satisfy any other case(s)? [] YES [] NO [] N/A

List any other charges "satisfied" or "covered" by the disposition of this case:

LENGTH CASE OPEN (From assignment to disposition)

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

Total number of court appearances in the case (including arraignment)?

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

IMMIGRATION CONSEQUENCES

Did you and/or any member of the defense team ascertain the client's immigration status? [] YES [] NO

Did you consult with an attorney experienced in immigration and criminal law? [] YES [] NO [] N/A

Did you advise the client about any related immigration consequences? [] YES [] NO [] N/A

OTHER COLLATERAL CONSEQUENCES

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.)? [] YES [] NO

INVESTIGATION

Was an investigator used in the case? [] YES [] NO [] N/A

Did you and/or any member of the defense team visit the crime scene? [] YES [] NO [] N/A

Did you and/or a member of the defense team interview any potential witness(es)? [] YES [] NO [] N/A

Did you and/or any member of the defense team request or subpoena records or videos (other than the client's rap sheet or discovery materials)? [] YES [] NO [] N/A

Did you and/or any member of the defense team conduct legal research in the course of the case? [] YES [] NO [] N/A



EXPERTS / INTERPRETERS

Was there physical or scientific evidence in the case? [] YES [] NO [] N/A

Did you and/or any member of the defense team consult with or retain an expert in the course of the case? (If YES, type of expert:) [] YES [] NO [] N/A

Did the expert testify in the case? [] YES [] NO [] N/A

Was a sentencing advocate, social worker, case worker, or other client advocate used in the case? [] YES [] NO [] N/A

Was English the client's first language? [] YES [] NO [] N/A

If English was not your client's first language, were they proficient in English and/or were you proficient in their primary language? [] YES [] NO [] N/A

Was an interpreter (professional or non-professional) used in the case? [] YES [] NO [] N/A

Indicate whether a professional or non-professional interpreter was used in the case:

Explain why an interpreter was not used even though English was not your client's first language:

Was an interpreter RETAINED by the defense to communicate with the client outside of court? [] YES [] NO [] N/A

ADVICE SEEKING & BRAINSTORMING

Did you seek advice from any of the below on issues such as: legal, practice, investigation, sentencing, or client relations? CHECK ALL THAT APPLY:

- [] No Advice Sought [] Resource Attorney [] ACP Panel Administrator / Supervising Attorney
[] Supervisor [] Attorney Mentor [] Other:

Did you seek advice on the case from a colleague (other than a supervisor), within or outside of your organization, on any issue such as: legal, practice, investigation, sentencing, or client relations?

[] YES [] NO [] N/A

COURT PROCEEDINGS

Were any of the following types of motions filed by the defense at any time during the case (CHECK ALL THAT APPLY)?

- Discovery demand [] YES [] NO [] N/A (If YES: [] oral [] written)
Omnibus motion [] YES [] NO [] N/A (If YES: [] oral [] written)
Motion in limine [] YES [] NO [] N/A (If YES: [] oral [] written)
Motion to suppress evidence [] YES [] NO [] N/A (If YES: [] oral [] written)
Motion to dismiss the case [] YES [] NO [] N/A (If YES: [] oral [] written)

Other:

Which of the following kinds of hearings were conducted in the case?

- Contested bail hearing (any time after initial arraignment) [] YES [] NO [] N/A
Preliminary hearing [] YES [] NO [] N/A
Suppression hearings [] YES [] NO [] N/A
Molineux/Sandoval hearing [] YES [] NO [] N/A

Other:

