

CASE CLOSING FORM-GENERAL

ARRAIGNMENT

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

INITIAL CHARGE (Check ALL that apply):

<input type="radio"/> Violation	<input type="radio"/> Misdemeanor	<input type="radio"/> Non-Violent Felony	<input type="radio"/> Violent Felony
<input type="radio"/> Homicide	<input type="radio"/> Drug	<input type="radio"/> Sex Offense	
<input type="radio"/> DWI	<input type="radio"/> Other: _____		

DISPOSITION TYPE:

<input type="radio"/> Not guilty after trial	<input type="radio"/> Dismissal	<input type="radio"/> Guilty-Plea Top Charge
<input type="radio"/> Guilty-Plea Lesser Charge	<input type="radio"/> Guilty-Trial Top Charge	<input type="radio"/> Guilty-Trial Lesser Charge
<input type="radio"/> Other: _____		

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

<input type="radio"/> <1 day	<input type="radio"/> 1-7 days	<input type="radio"/> 8-14 days	<input type="radio"/> 15-30 days
<input type="radio"/> 31-90 days	<input type="radio"/> 91-180 days	<input type="radio"/> 7-12 months	<input type="radio"/> More than 1 year

YES NO N/A

IMMIGRATION AND OTHER COLLATERAL CONSEQUENCES

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"/>
--	-----------------------	-----------------------	-----------------------

Attorney _____

Date of Birth _____

Client _____

Docket/Case# _____

Date Closed: _____

Date Assigned: _____

CASE CLOSING FORM-GENERAL

	YES	NO	N/A
CONSULTING/BRAINSTORMING			
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"/>
COURT PROCEEDINGS			
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 *hearings* 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.)