



## 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:



Did the case proceed to trial? (If YES:  Jury  Bench)

YES  NO

Did you file a sentencing memorandum?

YES  NO  N/A

Did you file a notice of appeal?

YES  NO  N/A

Did you seek to protect your client's right to counsel on appeal by assisting your client in completing the affidavit to appeal as a poor person and/or applying to the trial court pursuant to CPL § 380.55 for poor person relief on appeal?

YES  NO  N/A

## CLIENT COMMUNICATION

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  21 days or more

Total number of meetings with client in jail by you or any member of the defense team?

Total number of meetings with client in jail by you or any member of the de

### Not detained post-arraignement

Total number of meetings with client (including telephone) outside of court or jail by you or any member of the defense team?

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

## ADDITIONAL CASE DETAILS

A response to this section is optional, but please consider answering the following types of questions:

1. What was your greatest accomplishment in this case?
2. What specific work did you do that you think affected the outcome of this case the most?
3. Were there any specific resources/ assistance that were lacking that you would have liked to utilize while working on this case?
4. What other details would you like to include about this case?

**Thank you for completing the General Case Closing Form. If you have any questions, please contact your supervisor and/or panel administrator.**

A copy of this form can be found on our website at: [www.ils.ny.gov](http://www.ils.ny.gov)