**Tip: Tab 29--End of Trial Documents**

- Certain documents are executed at the end of a trial--*before the accused leaves for confinement*

-- Report of Result of Trial

-- [AF Form 304](End%20of%20Trial%20Documents%20Samples/AF%20Form%20304%20Request%20for%20Appellate%20Counsel.pdf) Request for Appellate Defense Counsel

-- [Submission of Matters by the Accused](End%20of%20Trial%20Documents%20Samples/Submission%20of%20Matters%20by%20the%20Accused%20Fig._9.2_AFI_51-201_.docx) (notice to accused of clemency rights)

-- [VWAP Election Statement](End%20of%20Trial%20Documents%20Samples/DD_Form_2704%20VWAP%20Victim%20Elections.docx)

-- Consult victim for decision on both:

--- [Memo of Victim’s Request for Record of Trial](End%20of%20Trial%20Documents%20Samples/Victim_request_for_ROT.pd.pdf)

--- [Memo Notifying Victim of Right to Submit Matters re: clemency/action](End%20of%20Trial%20Documents%20Samples/Memo%20Notifying%20Victim%20of%20Rights%20re%20Input%20on%20Clemency.docx)

-- [DD Form 2707](End%20of%20Trial%20Documents%20Samples/DD%20Form%202707%20Confinement%20Order.pdf) Confinement Order

--- Note: Trial counsel is responsible for the accused from the end of trial until SFS takes him to confinement; ensure the whereabouts of the accused either personally or through a clearly communicated handoff of responsibility

- Case paralegal drafts these documents and coordinates them with the NCOIC of Justice 1) well in advance of trial, 2) then again after the results of trial are announced

- Trial counsel reviews 1) in advance of trial, 2) then again after the trial results are inputted

- Trial counsel is ultimately responsible for everything that goes on in a trial

-- To highlight the need to review these documents, we note:

--- An ethics complaint that was substantiated in which trial counsel signed a Report of Result of Trial with clearly erroneous information

--- Trial counsel was found to have breached the duty of diligence from the Rules of Professional Responsibility

-- Please work as a team and review the documents for accuracy

- Early preparation of these documents allows for better editing

-- The conclusion of trial often has a flurry of activity raising challenges to editing

-- Trial counsel should not be reviewing the documents for the first time at the end of trial

-- Granted, the Report of Result of Trial and Confinement Order will have gaps during the initial review, but early preparation still has value and minimizes the amount of information to edit at the conclusion of trial

- [Letters of Appreciation for Bailiff](End%20of%20Trial%20Documents%20Samples/Bailiff%20Appreciation%20Letter%20.docx) and Escort are also common

- Begin thinking about Post-Trial processing (samples in [Post-Trial Processing sub-folder](Post-Trial%20%20Processing))