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Judge Pre-Trial Conference Checklist for
criminal cases in the General Division

Case Number:	
Case Name:	
Date of Judge Pre-Trial Conference:	

S/N	Items	Status (*delete where inapplicable)
1	**Mode of Transfer to General Division of High Court**	Case was transferred to be tried in the General Division of the High Court by way of: ☐ Committal Hearing ☐ Public Prosecutor's Fiat
		Total number of charge(s) accused person(s) committed to stand trial on/transmitted by Public Prosecutor's Fiat*: _____
2	**Charge(s)**	
	Proceeded Charge(s)	Total number of proceeded charge(s): _____
		Brief description of the proceeded charge(s):
	Stood-Down Charge(s)	Total number of stood-down charge(s):_____

3	**Statement of Agreed Facts ("SOAF")**	☐ SOAF has been signed and filed ☐ Draft SOAF is ready but has not been agreed and signed ☐ Draft SOAF is not ready ☐ No SOAF will be used
4	**Witnesses (refer to each party's list of witnesses attached at Annex A)**	
	Prosecution witnesses	Number of Prosecution witnesses:____
		Number of Prosecution witnesses whose evidence is undisputed and can be admitted by conditioned statements (witness' attendance can be dispensed with): ____
		Number of Prosecution witnesses who will be required to give evidence at trial, in examination-in-chief and/or cross examination: ____
		Likely length of Prosecution's case:_____ days/weeks*
	Defence witnesses	Number of Defence witnesses: ____
		Number of Defence witnesses whose evidence is undisputed and can be admitted by conditioned statements (witness' attendance can be dispensed with): ____
		Number of Defence witnesses who will be required to give evidence at trial, in examination-in-chief and/or cross examination: ____
		Likely length of Defence's case:_____ days/weeks*
5	**Expert Witnesses**	
	Prosecution expert witnesses	Number of Prosecution experts:____

		Areas on which each Prosecution expert will give evidence:
		Will an expert report(s) be used: Y/N* If yes, has a copy of the expert report been served on the Defence: Y/N*
	Defence expert witnesses	Number of Defence experts: ____
		Areas on which each Defence expert will give evidence:
		Will an expert report be used: Y/N* If yes, has a copy of the expert report been served on the Prosecution: Y/N*
6	**Ancillary Hearing**	Number of statements given by the accused person(s) which the Prosecution intends to admit as part of its case:____
		Number of statements which the Defence is objecting to the admission of:____
		Nature of challenge to admissibility* (Threat/Inducement/Promise/Oppression): _____

		Estimated number of days required for the ancillary hearing:____
7	**Applications to Court**	☐ Shielding measures ☐ Redaction and/or non-identification orders under Section 8(2A) and (3) of the Supreme Court of Judicature Act 1969 ☐ In-Camera proceedings ☐ Joint trial
8	**Miscellaneous**	
	Technology Facilities and Administrative Support	Do parties require Technology Facilities for the hearing: Y/N* If yes, please specify the Technology Facilities required:
		Do parties require other administrative support for the hearing: Y/N* If yes, please specify the administrative support required:
	Interpretation services	Do parties require interpreters: Y/N* If yes, please specify (i) the witnesses for whom interpreters are required; and (ii) the languages for which interpreters are required:
	COVID-19 related measures and issues	Number of DPPs attending the hearing: ____ If the Prosecution is requesting to have more than 2 DPPs present, the names of the additional attendees and the reasons for the request are to be provided:

		Number of Defence counsel attending the hearing: _____ If the Defence is requesting to have more than 2 counsel present, the names of the additional attendees and the reasons for the request are to be provided:
9	**Witness schedule**	Two weeks before the trial, parties are to tender a consolidated witness schedule setting out the Prosecution and Defence witnesses in order of expected appearance and indicating, for each witness, the date(s) on which the witness is expected to testify and whether interpretation is required.

_____
Signature of Lead DPP/Lead Defence Counsel/Accused in person*
Name:
Date:

*delete as appropriate