**To:** {{INSTRUCTOR\_NAME.NAME}}

**From:** {{STUDENT\_NAME}}

**Date Updated:** Wednesday, January 25, 2017

**Re:** {{CLIENT\_NAME­­­}}

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| **CASE SUMMARY** |

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| **CASE NUMBER** | * [CJI CASE NUMBER] |
| **DOCKET NUMBER:** | * {%if DOCKET is defined%}{{DOCKET|upper}}{%endif%} |
| **CHARGES** | 1. {%if CHARGE\_1 is defined %}{{CHARGE\_1.DESCR}}{%endif %}{%if CHARGE\_2 is defined%} 2. {{ CHARGE\_2. DESCR}}{%endif %}{%if CHARGE\_3 is defined%} 3. {{CHARGE\_3.DESCR}}{%endif%}{%if CHARGE\_4 is defined%} 4. {{CHARGE\_4.DESCR}}{%endif%}{%if CHARGE\_5 is defined%} 5. {{CHARGE\_5.DESCR}}{%endif%} |
| **BOND STATUS** |  |
| **COURT APPEARANCES** | * Arraignment—{{ARRAIGNMENT}} * {{NEXT\_PURPOSE}}—{{NEXT\_DATE}} |

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| **CLIENT INFORMATION** |

* **Client Name:** {{CLIENT\_NAME}}
* **Date Of Birth**: {{CLIENT\_DOB}}
* **Current Employment**: [EMPLOYMENT]
* **Education**: [EDUCATION]
* **Family**: [FAMILY]
* **Criminal History:** [CRIMINAL HISTORY]
* **Medical History**: [MEDICAL]

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| **CONTACTS** |

* **Client:** {{CLIENT\_NAME}}
  + Telephone: {{CLIENT\_PHONE}}
  + Address: {{CLIENT\_ADDRESS}}
* **Complaining Witness:** [COMPLAINING WITNESS]
  + Telephone: [CW PHONE]
  + Address: [CW ADDRESS]
* **Assistant District Attorney:** [ADA]
  + Telephone: [ADA TELEPHONE]
  + Email: [ADA EMAIL]
* **Probation Officer:** [PROBATION OFFICER
  + Telephone: [PO TELEPHONE]
  + Email: [PO EMAIL]

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| **CHARGING STATUTES** |

**Charge 1:** {%if CHARGE\_1 is defined%}{{CHARGE\_1.STAT}}

* Description: {{CHARGE\_1.DESCR}}
* Type: {{CHARGE\_1.PENALTY}}
* Minimum HOC: {{CHARGE\_1.MIN\_HOC}}
* Maximum HOC: {{CHARGE\_1.MAX\_HOC}}
* Minimum Prison: {{CHARGE\_1.MIN\_PRIS}}
* Maximum Prison: {{CHARGE\_1.MAX\_PRIS}}{%endif%}{%if CHARGE\_2 is defined%}

**Charge 2:** {{CHARGE\_2.STAT}}

* Description: {{CHARGE\_2.DESCR}}
* Type: {{CHARGE\_2.PENALTY}}
* Minimum HOC: {{CHARGE\_2.MIN\_HOC}}
* Maximum HOC: {{CHARGE\_2.MAX\_HOC}}
* Minimum Prison: {{CHARGE\_2.MIN\_PRIS}}
* Maximum Prison: {{CHARGE\_2.MAX\_PRIS}}{%endif%}{%if CHARGE\_3 is defined%}

**Charge 3:**  {{CHARGE\_3.STAT}}

* Description: {{CHARGE\_3.DESCR}}
* Type: {{CHARGE\_3.PENALTY}}
* Minimum HOC: {{CHARGE\_3.MIN\_HOC}}
* Maximum HOC: {{CHARGE\_3.MAX\_HOC}}
* Minimum Prison: {{CHARGE\_3.MIN\_PRIS}}
* Maximum Prison: {{CHARGE\_3.MAX\_PRIS}}{%endif%}{%if CHARGE\_4 is defined%}

**Charge 4:** {{CHARGE\_4.STAT}}

* Description: {{CHARGE\_4.DESCR}}
* Type: {{CHARGE\_4.PENALTY}}
* Minimum HOC: {{CHARGE\_4.MIN\_HOC}}
* Maximum HOC: {{CHARGE\_4.MAX\_HOC}}
* Minimum Prison: {{CHARGE\_4.MIN\_PRIS}}
* Maximum Prison: {{CHARGE\_4.MAX\_PRIS}}{%endif%}{%if CHARGE\_5 is defined%}

**Charge 5:** {{CHARGE\_5.STAT}}

* Description: {{CHARGE\_5.DESCR}}
* Type: {{CHARGE\_5.PENALTY}}
* Minimum HOC: {{CHARGE\_5.MIN\_HOC}}
* Maximum HOC: {{CHARGE\_5.MAX\_HOC}}
* Minimum Prison: {{CHARGE\_5.MIN\_PRIS}}
* Maximum Prison: {{CHARGE\_5.MAX\_PRIS}}{%endif%}

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| **CASE INFORMATION** |

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| **GOVERNMENT VERSION** |
| * The government alleges that on {{OFFENSE\_DATE}}, at {{INCIDENT\_ADDRESS}}, {{CLIENT\_NAME}} [GOVERNMENT VERSION] |

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| **DEFENSE VERSION** |
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| **DEFENSE** |  |
| **STRATEGY** |  |
| **MOTIONS** |  |
| **EVIDENCE** |  |
| **POTENTIAL WITNESSES & ALIBIS** |  |

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| **TO DO LIST** |

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| **DATE TO BE**  **COMPLETED** | **TASK** | **NOTES** |
| {{ARRAIGNMENT}} | * Client’s Arraignment in the {{COURT.SUBNAME}} of {{COURT.PRIMNAME}} | * [NOTES] |
| {{NEXT\_DATE}} | * Client’s {{NEXT\_PURPOSE}} | * [NOTES] |

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| **CASE PROGRESS** |

**{{ARRAIGNMENT|upper}}—CLIENT’S ARRAIGNMENT:**