

# FELONY PRE-TRIAL CONFERENCE CHECKLIST

**\*CONFIDENTIAL DOCUMENT\***

DEFENDANT: \_\_\_\_\_ Call Date: \_\_\_\_\_ Trial Date: \_\_\_\_\_

CASE NUMBER(S): \_\_\_\_\_

DEF. ATTORNEY: \_\_\_\_\_  PRESENT  COVERED BY \_\_\_\_\_

PROSECUTOR: \_\_\_\_\_  PRESENT  COVERED BY \_\_\_\_\_

CHARGES: \_\_\_\_\_

Interpreter needed/Language: \_\_\_\_\_

Status of negotiations: \_\_\_\_\_

Would new JSC be helpful? Yes/No Explain: \_\_\_\_\_

Expected length of trial: \_\_\_\_\_ Setover needed? Yes/No Requested dates: \_\_\_\_\_

Able to sit next to client? \_\_\_\_\_ If not, what accommodation needed? \_\_\_\_\_

Is anyone at high risk to COVID exposure? \_\_\_\_\_

How can that high risk person be protected? \_\_\_\_\_

Notable issues (i.e., A&A history; very young or old victim; ADA accommodations; etc) \_\_\_\_\_

\_\_\_\_\_

Discovery Pl. to provide to Def. \_\_\_\_\_ Date to be provided \_\_\_\_\_

Discovery Def. to provide to Pl. \_\_\_\_\_ Date to be provided \_\_\_\_\_

No. of State Witnesses: \_\_\_\_\_ No. of Def. Witnesses: \_\_\_\_\_ Wit. list exchanged? Yes / No Date provided: \_\_\_\_\_

Pre-trial motions: \_\_\_\_\_ Length of motions: \_\_\_\_\_

Can judge other than trial judge hear motions? \_\_\_\_\_ Need for specially assigned judge? \_\_\_\_\_

How to limit time for day of trial motions? \_\_\_\_\_

Defenses? Notice provided? \_\_\_\_\_

Pre-Trial Stipulations:

State Experts/Topic: \_\_\_\_\_ Any reports to provide? \_\_\_\_\_

Defense Experts/Topic: \_\_\_\_\_ Any reports to provide? \_\_\_\_\_

Exhibits that can be pre-admitted:

Any subpoenas duces tecum served? When expected? \_\_\_\_\_

Exhibits that can be digitized and viewed on monitor:

Requesting publication of any exhibits? How conducted? \_\_\_\_\_

Will you need video in opening/closing? \_\_\_\_\_

Are you requesting any wits testify by video or phone? If so, who? \_\_\_\_\_

Do you object to any wits testifying by video or phone? If so, who? \_\_\_\_\_

What is needed for witness to be able to testify by video? \_\_\_\_\_

How many alternates needed? \_\_\_\_\_ How many total needed for peremptories? \_\_\_\_\_

Voir dire will be done in panels of 16. How long will that take for you individually? \_\_\_\_\_

How to organize voir dire to streamline process? \_\_\_\_\_

Requesting jurors/wits to remove face coverings? Yes/no Of "window" masks, clear masks, or face shields, is there a type that you request? \_\_\_\_\_ A type to which you object? \_\_\_\_\_ How many needed? \_\_\_\_\_

Depending on space, victims or family may not be allowed to sit next to each other in the courtroom or may be required to sit in separate room. How many expected for opening/closing? \_\_\_\_\_ Every day? \_\_\_\_\_

**Notes:**

PTC Judge: \_\_\_\_\_ Clerk: \_\_\_\_\_ Date of PTC: \_\_\_\_\_

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\*The court will have face shields and "window" masks available, but the number may be limited. Providing a number will help predict supply.