**Our Reference:** ………………

**[COUNSEL NAME]**

**[ADDRESS]**

**Date**

**MEMORANDUM TO COUNSEL**

**[CLIENT NAME]**

**LISTED: [DATE] Charge Certification mention**

**[DATE] Client Conference**

**[DATE] [TIME] Case Conference**

**[DATE] Case Conference mention**

Dear…………….,

Thank you for agreeing to take this matter which is an EAGP matter. It is for charge certification/case conference mention on.………….. The likely court date for charge certification/case conference is ………………… / There is a case conference scheduled for ………… and a court date for case conference mention on …………….. I will be able to appear solely at all the mentions of this matter. We wish to instruct you to begin negotiations for charge certification, attend the case conference and conduct the trial if the matter proceeds that way/ appear at the case conference on …………. and in the trial if the matter proceeds that way.

The Legal Aid fees that can be charged for this matter as it is a non-complex Local Court committal are:

|  |  |
| --- | --- |
| **Non-complex Children’s Court or Local Court committal (Junior Counsel)**  |   |
| Lump Sum fee | $4800 |
| **Additional Items that can be claimed as applicable**  |   |
| Attendance at Case Conference and settling of the case conference certificate | $2400 |
| Appearance at a hearing where the Local Court has directed a witness to attend to give evidence | $1200 |

**Charges:**

Date of offence(s):

Time:

Date of arrest:

Offence of specific intent: Yes / No

SNPP: Yes / No

Show cause matter: Yes / No

Time in custody:

Bail Status: Bail applied for and refused / granted:

Brief served by police (state if complete):

Any current bonds/parole:

Concurrent proceedings:

Previous convictions:

Brief facts:

**Client details:**

Age:

Date of Birth:

Background:

Nationality/Immigration status:

Interpreter language:

ATSI Status:

Education level/Literacy:

Intellectual Disability:

Employment:

Physical health issues:

Mental health issues:

Drug/Alcohol issues:

Upbringing:

**Key issues in Brief of Evidence:**

Outline of issues:

ERISP/ Admissions:

The client has done/not done an ERISP. He/she did not make any admissions/ Details of comments which may be admissions in the ERISP are ………………….

**Forensic evidence:**

The forensic evidence in the brief to date is:

**Electronic evidence:**

The electronic evidence in the brief to date is:

**Outstanding items**

These are marked in the brief index.

**Offers/Representations status:**

**Specific areas requesting your advice:**

Possible defences:

Disputed facts:

Possible subpoenas/requisitions:

Possible expert reports:

Yours sincerely,

[Solicitor Name]

**SOLICITOR**

**Enclosures**

**Fact Sheet**

**Brief of Evidence**

**Criminal History**

**[ IF RELEVANT ] Justice Health Medical Records**

**[ IF RELEVANT ] Hospital Discharge Summary**