

Criminal practice checklist

Action	Yes	No	N/A
Approved grant of aid			
Initial letter to client			
Client information sheet			
Bail requirements			
Prosecution material			
Options explained to client (including options under the Human Rights Act 2019)			
Statement of fact			
Signed instructions obtained			
Personal statement			
Witness statements			
Criminal history			
Character references			
Restitution			
Sentencing options (probation etc)			
Outcome explained			
Appeal rights advised			
Final letter sent to client			
Initial contribution recovered			
Completed LAQ requirements			

Practitioner: _____ **Date:** _____