

Duty lawyer agent request form



Please complete all sections of this form.

Magistrates Court number		Location		Date		Time	
Client's full name				DOB		<input type="checkbox"/> Adult	<input type="checkbox"/> Youth
File number			Personal appearance required?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Agent for preferred supplier/in-house lawyer							
File manager			Firm name				
Contact details	Phone			Fax			
Date received crown material			Date of last client contact				
Charges							
Co-accused?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes – name of co-accused					
Bail status							
In custody	Correctional centre			Location			
Own undertaking	Client's address						
Estimated sentence length							
Instructions							
Result	<input type="checkbox"/> Mention <input type="checkbox"/> Summary callover <input type="checkbox"/> Committal callover <input type="checkbox"/> Summary trial <input type="checkbox"/> Committal <input type="checkbox"/> Sentence						
Appearing officer				<input type="checkbox"/> Bail enlarged <input type="checkbox"/> Remanded in custody			
Name				Date			
Contact details							

Please send this form directly to the Duty Lawyer Service Provider. If you are unsure who the Service Provider is at the desired Court Location, please visit www.legalaid.qld.gov.au/Duty-Lawyers-act-as-agents or call us on 1300 651 188.