

Westchester Assigned Counsel

GENERAL CASE CLOSING FORM

ARRAIGNMENT

Was an attorney present at arraignment? YES NO I don't know
Were YOU the arraigning attorney? YES NO N/A

INITIAL CHARGE(S) (Check ALL that apply)

Violation Non-Violent Felony Other:
 Misdemeanor Violent Felony

SPECIAL CHARGE(S) (Check ALL that apply)

Homicide Drug Adolescent / Juvenile Offender
 DWI Sex Offense Youthful Offender NONE

DISPOSITION TYPE

Not Guilty After Trial Dismissal Adjudgment in Contemplation of Dismissal
 Guilty-Plea Lesser Charge Guilty-Trial Top Charge Removed to Family Court
 Guilty-Trial Lesser Charge Guilty-Plea Top Charge Other:

Did the disposition satisfy any other case(s)? YES NO N/A

List any other charges "satisfied" or "covered" by the disposition of this case:

LENGTH CASE OPEN (From assignment to disposition)

<1 day 1-7 days 8-14 days 15-30 days
 31-90 days 91-180 days 7-12 months More than 1 year

Total number of court appearances in the case (including arraignment)?

1 2 3 4 5 6 7 8 9 10 or more

IMMIGRATION CONSEQUENCES

Did you and/or any member of the defense team ascertain the client's immigration status? YES NO

Did you consult with an attorney experienced in immigration and criminal law? YES NO N/A

Did you advise the client about any related immigration consequences? YES NO N/A

OTHER COLLATERAL CONSEQUENCES

Did you advise the client (whether or not a citizen) as to *other* collateral consequences of a conviction (i.e., employment, housing, higher education, family, etc.)? YES NO

INVESTIGATION

Was an investigator used in the case? YES NO

Did you and/or any member of the defense team visit the crime scene? YES NO N/A

Did you and/or a member of the defense team interview any potential witness(es)? YES NO N/A

Did you and/or any member of the defense team request or subpoena records or videos (other than the client's rap sheet or discovery materials)? YES NO N/A

Did you and/or any member of the defense team conduct legal research in the course of the case? YES NO N/A

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EXPERTS / INTERPRETERS

Was there physical or scientific evidence in the case? YES NO N/A

Did you and/or any member of the defense team consult with or retain an expert in the course of the case? (If YES, type of expert: _____) YES NO N/A

Did the expert testify in the case? YES NO N/A

Was a sentencing advocate, social worker, case worker, or other client advocate used in the case? YES NO N/A

Was English the client's first language? YES NO N/A

If English was not your client's first language, were they proficient in English and/or were you proficient in their primary language? YES NO N/A

Was an interpreter (professional or non-professional) used in the case? YES NO N/A

Indicate whether a professional or non-professional interpreter was used in the case:

Explain why an interpreter was not used even though English was not your client's first language:

Was an interpreter RETAINED by the defense to communicate with the client outside of court? YES NO N/A

ADVICE SEEKING & BRAINSTORMING

Did you seek advice from any of the below on issues such as: legal, practice, investigation, sentencing, or client relations? **CHECK ALL THAT APPLY:**

No Advice Sought Resource Attorney ACP Panel Administrator / Supervising Attorney
 Supervisor Attorney Mentor Other:

Did you seek advice on the case from a colleague (other than a supervisor), within or outside of your organization, on any issue such as: legal, practice, investigation, sentencing, or client relations?

YES NO N/A

COURT PROCEEDINGS

Were any of the following types of *motions* filed by the defense at any time during the case (CHECK ALL THAT APPLY)?

Discovery demand YES NO N/A (If YES: oral written)

Omnibus motion YES NO N/A (If YES: oral written)

Motion in limine YES NO N/A (If YES: oral written)

Motion to suppress evidence YES NO N/A (If YES: oral written)

Motion to dismiss the case YES NO N/A (If YES: oral written)

Other:

Which of the following kinds of *hearings* were conducted in the case?

Contested bail hearing (any time after initial arraignment) YES NO N/A

Preliminary hearing YES NO N/A

Suppression hearings YES NO N/A

Molineux/Sandoval hearing YES NO N/A

Other:

