CHECKLIST

Pre-Court Preparation Checklist

- [ ] Instruct a solicitor as soon as you are charged or receive a summons
- [ ] Write down your account of events while memory is fresh
- [ ] Gather supporting documents such as messages, receipts or photographs
- [ ] Identify witnesses who can speak to relevant facts and pass details to your solicitor
- [ ] Comply with every bail condition if you are released on bail
- [ ] Avoid all contact with complainants or witnesses unless explicitly allowed
- [ ] Keep your solicitor informed of any change in address or contact details
- [ ] Attend every hearing on time and bring identification
- [ ] Apply for legal aid if you cannot afford private representation
- [ ] Ask your solicitor to explain anything you do not understand about the process