# Post-committal negotiation checklist

This checklist must be completed by counsel who conducted post-committal negotiations and submitted with the practitioner’s invoice to VLA if the post-committal negotiation fee is to be claimed.

Client full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VLA file reference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructing solicitor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name of counsel/practitioner who appeared at the contested committal / committal mention

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name of prosecutor who appeared at the contested committal / committal mention

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1. What date was the accused committed for trial?

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1. What was the date of the First Directions Hearing?

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1. Name of counsel/practitioner who appeared at the First Directions Hearing (if different to the contested committal)

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1. On what date/s did the negotiations take place?

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1. How long did the negotiations take in total?

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1. Did the negotiations involve the prosecution solicitor who has carriage of the case?

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1. Did the negotiations take place with the same prosecutor who appeared at committal?

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1. Did the negotiations directly involve the Crown Prosecutor?

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1. What was the method of negotiation (email, conference, telephone)

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1. If the matter is proceeding to trial, did negotiations narrow the issues for trial?

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1. Was an agreed estimate of trial length achieved?

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1. Was a plea offer made by the accused? If so, what was the plea offer?

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1. Was a plea offer made by the prosecution? If so, what was the plea offer?

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1. Did the matter resolve to a plea?

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## Counsel

Counsel’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_