

CRIMINAL CASE CHECKLIST

Client's Name _____ Judge _____

Clerk's Case No . _____ Courtroom _____

Date of Arrest _____

Speedy Trial _____ State Attorney _____

<u>ACTION TAKEN</u>	<u>DATE</u>	<u>REMARKS</u>
First Appearance	_____	_____
Notice of Appearance	_____	_____
Notice of Appearance/ Waiver of Arraignment	_____	_____
Arraignment	_____	_____
Information Received	_____	_____
Request for Discovery	_____	_____
Discovery Received	_____	_____
Documents Received	_____	_____
Depositions Set	_____	_____
Depositions Rescheduled	_____	_____
Depositions Rescheduled	_____	_____
Deposition Date	_____	_____
Letter to Client advising of time for taking deposition	_____	_____
Court reporter ordered	_____	_____
Motion hearings	_____	_____

