

NOTES

(1) If you are no longer acting in the matter:

Please note that practice direction 19 of the *Criminal Practice Rules 1999* sets out the requirements if a lawyer wants to withdraw from acting for an accused person.

(2) If other charges are pending:

If your client(s) has other charges pending which you are instructed may proceed by ex officio indictment, please advise this office as soon as possible giving details of the charges and the name and station of the arresting officer in respect of those charges.

(3) If a plea of guilty is intended:

The *Penalties and Sentences Act 1992* provides that a court may, when imposing a sentence, have regard to the time at which the offender informed the relevant law enforcement agency of his or her intention to plead guilty. If your client(s) intends to plead guilty to the charge(s) in the indictment, please advise this office in writing as soon as possible.

(4) If you wish to make a submission:

If your client(s) wishes to make a submission regarding reduction or discontinuance of the charge(s) in the indictment, whether before presentation of the indictment or after presentation, please forward the submission in writing to the Manager Operations at this office as soon as possible. Written submissions are preferred.

(5) If you wish to receive a copy of the depositions or exhibits:

If you wish to receive a copy of the depositions, these are available upon request from the Depositions Officer (phone +61 7 4039 8444).

All physical exhibits can be made available for inspection upon request from the Exhibits Officer (phone +61 7 4039 8444).

BAIL:

- Allowed bail - Undertaking forwarded ODPP/CDPP
- Bail allowed but not entered
- Supreme Court Bail
- Remanded in custody
- Committal Bail (Registry - Varied)
- Childrens Court of Queensland Bail

DOCUMENTS ATTACHED:

- List of Witnesses
- List of Exhibits
- List of Other Exhibits

Contact Officer: ALAN J MARSH, CAIRNS
Contact Phone: (07) 4039 8900

AND TO:
 Deputy Sheriff
 Supreme and District Courts
 PO BOX 7515
 CAIRNS QLD 4870

Office of the Director of
 Public Prosecutions
 PO BOX 1095
 CAIRNS QLD 4870

77 476 101
 RECEIVED

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THOMAS
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Yours faithfully

Matthew Sutton
Legal Support Officer
SIGNED FOR AND ON BEHALF OF M R BYRNE QC
DIRECTOR OF PUBLIC PROSECUTIONS

Encl