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NOTES:

IF YOU ARE NO LONGER ACTING IN MATTER

- (1) Please note that **Practice Direction No. 1 of 1992, CRIMINAL JURISDICTION OF DISTRICT COURT** indicates that Solicitors who acted for an accused person at a committal hearing (unless they have advised that they have ceased to act), or who commence to act for an accused person at any time after committal hearing, are expected to appear at the callover during the sittings to which the accused was committed unless they have been told that an indictment will not be presented on that date.

IF OTHER CHARGES ARE PENDING

- (2) 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.

IF A PLEA OF GUILTY IS INTENDED

- (3) ***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.

IF YOU WISH TO MAKE A SUBMISSION

- (4) 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 Solicitor for Prosecutions at this Office as soon as possible. Written submissions are preferred.

IF YOU WISH A COPY OF DEPOSITIONS OR EXHIBITS

- (5) If you wish to receive a copy of the Depositions then these are available upon request from the **Depositions Officer**, tel (07) 3239 6780.

All physical exhibits can be made available for inspection upon request from the **Exhibits Officer**, tel (07) 3239 0665. Copies of photographs are available from the Queensland Police Service pursuant to the ***Police (Photographs) Act 1966-1981***.