

NOTES:

(1) IF YOU ARE NO LONGER ACTING IN 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 A COPY OF 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 3239 6840).

All physical exhibits can be made available for inspection upon request from the Exhibits Officer (phone +61 7 3239 6840).

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CORRESPONDENCE

