

FILE NO: _____

NOTE

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CLERK'S CERTIFICATE OF CLOSURE

R. v.

District / Supreme Court at

Case Finalisation Date

File No.

Priority tasks	Date	Actioned
(These tasks should be completed within 24 hours of the sentence being imposed)		
1. SCLO or circuit DCLO provided with QP9s, Indictment, criminal history and police brief	/ /	<input type="checkbox"/>
2. Department of Corrective Services provided with a copy of the QP9s, criminal history and Indictment <i>where actual custody imposed</i>	/ /	<input type="checkbox"/>
3. Notices sent to Police Prosecutions, the Arresting Officer, the SCLO or circuit DCLO <i>where ex-officio matter</i>	/ /	<input type="checkbox"/>
NB: Place copy of fax transmission print-out on file to provide proof that notification was sent.		
4. Notice sent to the relevant Community Corrections Office <i>where breach of community service, probation or intensive corrections order</i>	/ /	<input type="checkbox"/>
5. Sittings return completed and submitted	/ /	<input type="checkbox"/>
6. If the matter involves a <i>Child Affected Witness</i> :		
a. Pre-recorded video tapes been returned to the registry	/ /	<input type="checkbox"/>
b. All 93A tapes and transcripts etc retrieved from defence	/ /	<input type="checkbox"/>
c. Any sensitive material removed from the sensitive material cupboard and returned to police	/ /	<input type="checkbox"/>
Tasks upon file closure	Actioned	N/A
1. File Finalisation Summary completed and placed on the file	<input type="checkbox"/>	<input type="checkbox"/>
2. Copies of <u>all</u> presented Indictments placed on the file (Indictments upon which a nolle prosequi has been entered should be so endorsed)	<input type="checkbox"/>	<input type="checkbox"/>
3. Criminal and traffic histories placed on the file	<input type="checkbox"/>	<input type="checkbox"/>
4. Sentencing remarks placed on the file	<input type="checkbox"/>	<input type="checkbox"/>
5. Confiscations form (if applicable) completed & sent to Bbne & copy on file	<input type="checkbox"/>	<input type="checkbox"/>
a. Copy of FO and/or PPO sent to arresting officer	<input type="checkbox"/>	<input type="checkbox"/>
6. Is this a Serious Drug Offence (SDO) ? Ensure a copy of certificate is saved in VF	<input type="checkbox"/>	<input type="checkbox"/>
7. This Certificate of Closure endorsed and placed on the file	<input type="checkbox"/>	<input type="checkbox"/>
8. Synopsis/observations placed on the file (if any)	<input type="checkbox"/>	<input type="checkbox"/>
9. Original depositions placed on the file (copies should be kept of any original deposition tendered to the Court)	<input type="checkbox"/>	<input type="checkbox"/>
10. Supplementary depositions placed on the file (including statements, affidavits, reports, schedules and other documentary exhibits)	<input type="checkbox"/>	<input type="checkbox"/>



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| 11. Transcripts of Electronic Records of Interview placed on the file
(both original transcripts and those edited for trial should be retained) | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Transcripts of Proceedings (committal and trial) placed on the file | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Correspondence , memoranda and file notes placed on the file | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Non-documentary exhibits returned to the SCLO or circuit DCLO with
Returned Exhibit List | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Court exhibit list provided to SCLO or circuit DCLO | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Original search warrant returned to SCLO or circuit DCLO | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Reporting police station notified of finalisation <i>where defendant
required to report pursuant to bail undertaking</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Persons other than victims noted on the file as requiring notice have
been so notified (eg: S. 222 appeals – QPS Solicitor; A/O sent a copy
of confiscation order) | <input type="checkbox"/> | <input type="checkbox"/> |

Notes

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Certification

I certify the items endorsed above have been completed and that there has been no destruction of materials on this file, save for superfluous copies

Clerk:

Signature:

Date:





