

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 4781 8933).

All physical exhibits can be made available for inspection upon request from the Exhibits Officer (phone +61 7 4781 8933).

The Advisor
Victims Register
Queensland Corrective Services
GPO Box 1054
BRISBANE QLD 4001

Finally, the Victim Liaison Service provides a critical link between victims of crime, their families and the prosecution. If you would like to help us improve this service by providing anonymous feedback via an online survey, please visit the website below and enter the password provided.

Website: <https://www.surveymonkey.com/r/odppvlsurvey>

Password: ODPPVLS

Using this password will not identify you as the respondent. More information about the survey is available in the enclosed factsheet.

If you have any questions or concerns, please do not hesitate to contact me on (07) 4781 8920.

Yours faithfully

Frances Chatterton
Victim Liaison Officer
SIGNED FOR AND ON BEHALF OF T A FULLER QC
ACTING DIRECTOR OF PUBLIC PROSECUTIONS

I N T E R

MEMORANDUM

O F F I C E *Office of the Director of Public Prosecutions*

To: John Seguera, DPP, Brisbane
From: Tracey Street, DPP, Townsville
Subject:
Date:

As per your email request, I enclose the abovementioned file.

Please return same to this office upon completion of your matters.

Thanks

Regards

Tracey Street
Listings Officer