

Form 29C

SEXUAL OFFENCES CASE CONFERENCE CHECKLIST

Case Name:

Case Number:

PART ONE: GENERAL

S/N	Items	Status (*delete where inapplicable)
1	Charge(s)	
	Proceeded Charge(s)	Total number of proceeded charge(s):
		Brief description of each proceeded charge:
	Stood Down Charge(s)	Total number of stood-down charge(s):
2	Agreed Facts	
	Statement of Agreed Facts ("SOAF")	Will a SOAF be used? ☐ Yes <i>Please state when the SOAF will be signed and filed:</i> ☐ No <i>Please explain why a SOAF will not be used:</i> ☐ Parties are still discussing the issue: <i>Please indicate whether a draft SOAF is ready and when parties will be able to confirm whether a SOAF will be used</i>

3	Witnesses (parties to complete <u>Annex A</u>)		
	Prosecution Witnesses	Number of Prosecution witnesses:	
		Number of Prosecution witnesses whose evidence is undisputed and can be admitted by conditioned statements (i.e. witness' attendance can be dispensed with):	
		Number of Prosecution witnesses who will be required to give evidence at trial:	
		Likely length of Prosecution's case:	days
	Defence Witnesses	Number of Defence witnesses:	
Number of Defence witnesses whose evidence is undisputed and can be admitted by conditioned statements (i.e. witness' attendance can be dispensed with):			
Number of Defence witnesses who will be required to give evidence at trial:			
Likely length of Defence's case:		days	
4	Expert Witnesses		
	Prosecution Expert Witnesses	Number of Prosecution experts:	

		Areas on which each Prosecution expert will give evidence:
		Will an expert report(s) be used: Y/N* If yes, has a copy of the expert report been served on the Defence: Y/N* If a copy of the expert report has not been served on the Defence, when will this done:
	Defence Expert Witnesses	Number of Defence experts:
		Areas on which each Defence expert will give evidence:
		Will an expert report(s) be used: Y/N* If yes, has a copy of the expert report been served on the Prosecution: Y/N* If a copy of the expert report has not been served on the Prosecution, when will this done:

5	Ancillary Hearings	
	Written Statements	Does the Prosecution intend to admit statements of the accused person(s) as part of its case: Y/N* If yes, which statements does the Prosecution intend to admit as part of its case: Statements which the Defence is objecting to the admission of: Nature of challenge to admissibility (the Defence is to briefly explain the grounds on which the admissibility of the statement is being challenged – for example, whether it is a threat, inducement, promise or oppression that is alleged): Estimated number of days required for the ancillary hearing: Statements which the Defence is challenging on the basis of accuracy:
	Video Recorded Interviews (“VRIs”)	Does the Prosecution intend to admit VRIs of the accused person(s) as part of its case: Y/N* If yes, which VRIs of the accused person(s) does the Prosecution intend to admit as part of its case: Which portions of the VRI(s) will be played in Court:

		How much time is required to play the VRI(s): Transcripts of the VRI(s) have been prepared?: Y/N* Accuracy of the transcripts of the VRI(s) have been agreed to by parties: Y/N* If the accuracy of the transcripts of the VRI(s) have not been agreed to by parties, the portions of the transcripts that are being challenged on the basis of accuracy: VRIs which the Defence is objecting to the admission of: Nature of challenge to admissibility - (the Defence is to briefly explain the grounds on which the admissibility of the statement is being challenged – for example, whether it is a threat, inducement, promise or oppression that is alleged): Estimated number of days required for the ancillary hearing:
	Hearsay Evidence under s 32 of the Evidence Act	Does the Prosecution/Defence* intend to admit hearsay evidence? Y/N* If yes, have the requirements under regulation 2 of the CPC (Notice Requirements to Admit Hearsay Evidence) Regulations 2012 been complied with: Y/N* If the notice requirements have not been complied with, please explain why:

		Is the opposing party objecting to the admissibility of the hearsay evidence and is there a need for an ancillary hearing to determine the admissibility of hearsay evidence under s 32 of the Evidence Act: Y/N*
	Other evidence	Does the Prosecution/Defence intend to object to the admissibility of any other evidence at the trial: Y/N* If yes, please identify each piece of evidence, the admissibility of which is being challenged: Nature of challenge to admissibility (the objecting party is to briefly explain the grounds on which the admissibility of the evidence is being challenged):
6	Applications to Court	
	Intended Applications by Parties	☐ Shielding measures under s 281A of the Criminal Procedure Code 2010 (“CPC”) ☐ Redaction and/or non-identification orders under ss 8(2A) and (3) of the Supreme Court of Judicature Act 1969 (“SCJA”) / ss 7(2A) and (3) of the State Courts Act 1970 (“SCA”) or variation of such orders previously made ☐ In private proceedings under s 281B of the CPC or s 8(2) of the SCJA /s 7(2) of the SCA ☐ Joint trial of charges or accused persons under ss 143 to 145 of the CPC ☐ Permission to ask complainant questions and/or adduce evidence about the: ☐ complainant’s physical appearance ☐ complainant’s sexual behaviour with persons

		under regulation 3 of the Evidence (Restrictions on Questions and Evidence in Criminal Proceedings) Rules 2018 When will each of the above applications be made, and by whom: Which of the above applications, if any, will be contested and by whom: For each application that will be contested, the party opposing the application is to state the nature/premise of the challenge(s):
7	Miscellaneous	
	Technology Facilities and Administrative Support	Do parties require Technology Facilities for the hearing: Y/N* If yes, please specify the Technology Facilities required: Do parties require other administrative support for the hearing: Y/N* If yes, please specify the administrative support required:
8	Scheduling & Management of Witnesses at Trial (parties to complete <u>Annex B</u>)	
	Consolidated Witness Schedule	Unless otherwise directed by the Court, two weeks prior to trial, parties are to tender a consolidated witness schedule in the form set out in Annex B.

PART TWO: LIST OF ISSUES

[Prior to the case conference, and where the accused person is represented by counsel, parties are to confer on the factual and legal issues that are likely to arise at trial. Parties should be concise and identify the key issues, rather than setting out detailed sub-issues. Where the accused person is self-represented, sections I to III below need not be completed. Instead, each party should set out a list of the issues which they say will arise in the trial.]

I. Elements of the Charge that are not in Dispute

- 1.
- 2.

II. Agreed List of Issues in Dispute

Factual Issues

- 1.
- 2.

Legal Issues

- 1.
- 2.

III. Non-Agreed List of Issues in Dispute

Additional Issues According to the Prosecution

- 1.
- 2.

Additional Issues According to the Defence

- 1.
- 2.

Annex A: List of Witnesses

Prosecution's List of Witnesses					
S/N	Name	Role	Estimated Duration of Evidence-in-Chief	Estimated Duration of Cross-Examination	Interpretation / Communication / Support Needs*
1.					
2.					
3.					

Defence's List of Witnesses					
S/N	Name	Role	Estimated Duration of Evidence-in-Chief	Estimated Duration of Cross-Examination	Interpretation / Communication / Support Needs*
1.					
2.					
3.					

*** Communication needs include: whether the witness requires visual aids or breaks while testifying etc. Support needs include the Witness Support Programme.**

Annex B: Consolidated Witness Schedule

** Parties are to list the witnesses in order of appearance & indicate how long each witness' evidence is expected to take*

S/N	Name	Role	Use of Conditioned Statement (Y/N)	Interpretation / Communication / Support Needs*	Date on which witness is likely to give evidence	Estimated Duration of Evidence-in-Chief	Estimated Duration of Cross- Examination
Prosecution Witnesses							
1.							
2.							
3.							
Defence Witnesses							
1.							
2.							
3.							

*** Communication needs include: whether the witness requires visual aids or breaks while testifying etc. Support needs include the Witness Support Programme.**