

FILING HEARING CHECKLIST

To be completed and filed by the Prosecution

Name of accused:			
Court Reference No:			
Name of co-accused:			
			Direction
Does the accused identify as Aboriginal or Torres Strait Islander?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the accused require an interpreter?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If so, which language?			
Do the charges arise in context of family violence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If so, is there a family violence intervention order/safety notice?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Court reference number:			
Court location and return date of application:			
Is there relevant CCTV/BWC or other footage?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	1
Are there exhibits to be analysed by Digital Forensics? (e.g. phone)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	2
Are there exhibits to be analysed by VFSD/AFP forensics?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	3
Does the case involve DNA?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Should a Case Summary be requested?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	4
Is a cannabis yield statement required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	5
Is there a charge relating to a commercial quantity of drugs that is dependent upon analysis to determine pure quantity?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	6
Does the matter involve a clandestine laboratory?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the case involve TI/listening device material?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Will the TI/listening device material need transcribing?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	7
Was child abuse material seized?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	8
Is it intended for the HUB to be served in electronic form?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	9

Court Directions at Filing Hearing

1.	The informant arrange for CCTV/BWC and other footage to be formatted in a form compatible with the Magistrates' Court technology standards and served with the HUB	<input type="checkbox"/>
2.	<p>Within 7 days, the informant make an appointment for the lodgement of <u>electronic/digital items</u> for analysis with Digital Forensics (e.g. computers, mobile phones etc.).</p> <p>And, if the matter is a <u>sex offence and the complainant is a child or cognitively impaired</u>, the informant:</p> <ul style="list-style-type: none"> • advise Digital Forensics that the complainant is a child or cognitively impaired. • further advise Digital Forensics if the child complainant is under 12 years of age. 	<input type="checkbox"/>
3.	<p>Within 7 days, the informant make an appointment for the lodgement of exhibits with the VFSD/AFP Forensics for forensic analysis.</p> <p>And, if the matter is a <u>sex offence and the complainant is a child or cognitively impaired</u>, the informant:</p> <ul style="list-style-type: none"> • advise VFSD /AFP Forensics that the complainant is a child or cognitively impaired. • further advise VFSD /AFP Forensics if the child complainant is under 12 years of age. 	<input type="checkbox"/>
4.	Within 7 days, the informant, request a DNA Case Summary	<input type="checkbox"/>
5.	Within 7 days, the informant, request from VFSD/AFP Forensics a botanist's forensic report as to the anticipated yield of cannabis seized	<input type="checkbox"/>
6.	Within 7 days, the informant request VFSD/AFP Forensics to conduct analysis of drugs seized to determine whether a commercial quantity exists.	<input type="checkbox"/>
7.	Within 7 days, the informant make an appointment with Digital Forensics to lodge TI/listening device items for transcription , or the AFP otherwise make a request for that transcription.	<input type="checkbox"/>
8.	The informant arrange for an analysis of a representative sample of the child abuse material seized in accordance with the INTERPOL baseline classification of child abuse material .	<input type="checkbox"/>
9.	The informant file with the Court and serve on the prosecution and the accused, a HUB prepared in accordance with s110 of the Criminal Procedure Act 2009 (CPA) in an electronic form and in accordance with any directions made at the filing hearing.	<input type="checkbox"/>

Date: _____

Magistrate: _____

- Within 7 days of the making of these Directions, the Informant is to file this document with the [Forensic Services Request Centre](#) via the Forensics Portal or with [AFP Forensics](#).