

ATTENDANCE FORM FOR CRIMINAL PROCEEDINGS

SECTION A (To be completed by the solicitors firm's representative/Government Counsel)

1. *High Court/District Court/ _____ Magistracy
2. (a) Court No.: _____
(b) Case No.: _____
(c) Police Report No. (if known) _____

SECTION B (To be completed by the solicitors firm's representative)

Please complete either Part I OR II

Part I (To be completed where no barrister is instructed)

1. (a) _____, solicitor
(Advocate's name)
(b) for Defence/Prosecution* _____
(Party's name)
(c) Name of the solicitors firm _____
2. If instructed as agent, by _____
(Solicitor's name)
of _____
(Solicitors firm's name)
3. Signature: _____

Part II (To be completed where a barrister is instructed)

1. (a) _____, barrister
(Advocate's name)
(b) for Defence/Prosecution* _____
(Party's name)
(c) instructed by _____
(Solicitor's name)
of _____
(Solicitors firm's name)
(d) _____
(Full name of Solicitor/Trainee Solicitor/Paralegal*present in court) (I.D. No.)
2. The backsheet has/has not* been delivered to the barrister.
3. Signature: _____

SECTION C (To be completed by the barrister/Government Counsel)

1. (a) _____
(Advocate's name)
(b) Barrister/Government Counsel*
(c) for Defence/Prosecution* _____
(Party's name)
(d) Name of the instructing solicitor (if applicable) _____
2. I confirm that I have/have not* received the backsheet. (if applicable)
3. Signature: _____

This form must be completed in BLOCK LETTERS

*delete where appropriate