

# FILING HEARING CHECKLIST

## To be completed and filed by the Prosecution

- ☐ **Sexual offences**   ☐ **Child / Cog Imp**   ☐ **Family Violence**   ☐ **Stalking**
- ☐ **Part 4.6A CPA** (early committal for trial to SCV)
- ☐ **All other matters**

<b>Name of accused:</b>	
<b>Court reference no.:</b>	
<b>Name of co-accused:</b>	

Question	Response	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"/>	4
Should a Case Summary be requested?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
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"/>	7
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"/>	
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 electronic/digital items for analysis with Digital Forensics (e.g. computers, mobile phones etc.).</p> <p>And, if the matter is a sex offence and the complainant is a child or cognitively impaired, the informant:</p> <ul style="list-style-type: none"> <li>advise Digital Forensics that the complainant is a child or cognitively impaired.</li> </ul>	<input type="checkbox"/>  <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 sex offence and the complainant is a child or cognitively impaired, the informant:</p> <ul style="list-style-type: none"> <li>advise VFSD /AFP Forensics that the complainant is a child or cognitively impaired.</li> </ul>	<input type="checkbox"/>  <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 <b>VFSD/AFP Forensics</b> a botanist's forensic report as to the anticipated <b>yield of cannabis</b> seized	<input type="checkbox"/>
6.	Within 7 days, the informant request <b>VFSD/AFP Forensics</b> to conduct <b>analysis of drugs</b> seized to determine whether a <b>commercial quantity</b> exists.	<input type="checkbox"/>
7.	Within 7 days, the informant make an appointment with <b>Digital Forensics</b> to lodge <b>TI/listening device items for transcription</b> , 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 <b>INTERPOL baseline classification of child abuse material</b> .	<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](#).



Scan for Forensic  
Services Request  
Centre via  
Forensics Portal



Scan for AFP  
Forensics