

Instructions for filling out a local court listing advice

These are instructions. It is important to complete this form with your own details and based on your own circumstances. If you need more help get legal advice.

LOCAL COURT LISTING ADVICE

(IMPORTANT – Where the defendant is represented by a barrister or solicitor a completed and signed copy of this document must be given to the Court and the prosecutor on the return date)

CASE:	POLICE v Write your name here				
CHARGE/SUMMONS REFERENCE NUMBER:	Enter the "H" number and sequence number(s) found on your Court Attendance Notice (CAN)				
FOR MENTION:	LOCAL COURT / / Write the court date here				
PNG:	CONFIRMED ←	WITHDRAWN ←			
STATEMENT IN POLICE BRIEF	Corroborative witness*?		If yes, corroborative of which other witness?	Required for cross-examination **?	
	YES	NO		YES	NO
1.	YES	NO		YES	NO
2.	YES	NO		YES	NO
3.	YES	NO		YES	NO
4.	YES	NO		YES	NO
5.	YES	NO		YES	NO
6.	YES	NO		YES	NO
7.	YES	NO		YES	NO
8.	YES	NO		YES	NO
9.	YES	NO		YES	NO
10.	YES	NO		YES	NO
11.	YES	NO		YES	NO
12.	YES	NO		YES	NO
13.	YES	NO		YES	NO
14.	YES	NO		YES	NO
15.	YES	NO		YES	NO
ESTIMATED DURATION OF HEARING			HOURS		
NUMBER OF DEFENCE WITNESSES			Enter how many witnesses you have (including you, if you are going to give evidence)		
IS AN INTERPRETER REQUIRED?			YES NO		
WHAT LANGUAGE?			Enter the language of the interpreter (if needed)		
TECHNOLOGY REQUIRED?					
• AUDIO VISUAL LINK			YES NO		
• REMOTE WITNESS (CHILD/VULNERABLE PERSON/DV COMPLAINANT)			YES AGE: SEX: M/F NO		
• CCTV FOOTAGE/ELECTRONIC EVIDENCE TO BE PLAYED			YES NO		
NOTICE, cl 27 CRIMINAL PROCEDURE REGULATION 2017 GIVEN?			YES NO		
DEFENDANT'S SOLICITOR / COUNSEL SIGNATURE AND NAME					
CONTACT PHONE NUMBER					

Enter all the names of the people whose statements appear in the brief of evidence in this section. Remember to enter one name per line.

If a witness is a member of the NSW Police Force and their evidence is corroborating the evidence of another member of the NSW Police Force, circle 'yes'. If not, circle 'no'.

If you circled 'yes', indicate which witness their evidence is

If you wish to question one or more of the prosecution witnesses you should circle 'yes' next to their name.

If you don't wish to question them, you should circle 'no'. It is best to say 'yes', if you may wish to ask them a question but are not

If you still want to plead not guilty after seeing the police brief you will need to circle "confirmed". If you want to change your plea to guilty you will need to

If you need access to audio visual link (AVL) facilities, circle 'yes'. If you do not need AVL, circle 'no'

If you need an interpreter, circle 'yes'. If you do not need an interpreter.

If you have a vulnerable witness who needs to give evidence from a room that is separate to the courtroom, circle 'yes'. If you do not, circle 'no'

If you need access to video equipment, circle 'yes'. If you do not need video equipment access, circle

Enter how long the hearing will take. Approximately half an hour per witness.

Enter how many witnesses you have (including you, if you are going to give evidence)

Leave these sections blank

You can seek access to see or hear your record of interview (if you did one) from the officer in charge. If you did an interview you may have been given an audio only copy of your interview. You must seek this access in writing. Once this notice is given the officer must give you access within seven days from receiving the notice. If you have given this notice, you should circle 'yes' and if you have not, you should circle 'no'.

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* A member of the NSW Police Force called to give evidence in proceedings to corroborate evidence in chief given by another member of the NSW Police Force for the prosecution: s 5BAA, *Evidence (Audio and Audio Visual Links) Act 1998*

** Where a witness is not required for cross-examination it will prima facie be assumed that the tender of the statement is consented to subject to the *Evidence Act 1995*.