

## **INVESTIGATIVE CHECKLIST**

When initiating investigation, there are certain things that are automatically done no matter what the case is per se. The following list represents those things that should be done after picking up the case. This list is only a guideline and should be used as such. There are some things you may need to that are not on this checklist - Please check with the individual attorney.

Obtain and record in your case jackets:

- U.S. v “CLIENT’S NAME” or In Re: “ Juvenile Client’s Initials”
- Docket #: (F-xxxxx-YR, M-xxxxx-YR, J-xxxxx-YR)
- PDID #           • Client’s Address
- CCR #           • Client’s DOB
- Charges       • Client’s relatives in the area           • Ph #'s for client’s relatives
- Co-Defendants
- Court Dates
- Signed copy of release of records for the client

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Review and Know:

- Summary of the Government’s allegations
- Summary of defense case
- Defense theory (If known)
- Major areas of concern: (Weapons, drugs, property taken, etc...)
- Major witnesses in the case: (Complainant, eyewitnesses, etc...)
- All police reports
- Any statements previously taken/given

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Info to Subpoena, obtain and/or review:

- PD 251 :       The police incident report from the district the arrest was made.  
                  Try to get PD 251 from the district before it goes to MPD Headquarters.
- Black and white arrest photos – color arrest photos.
- Radio Run and 911 calls.
- Names of Brady witnesses.
- Autopsy and toxicology report.
- Hospital records for the client and/or complainant (if possible).
- Superior Court printouts for the client, complainant, and any witnesses.
- Copy of all court case jackets for the client, complainant, & witnesses.
- Photograph, diagram, and measure the crime scene.
- Aerial maps and photos of the crime scene
- Check on any possible media coverage in the newspapers and tv.
- Weather report

**Prepare to interview all witnesses**