

Sample Investigative Memo

To: Investigator

From: Attorney

Re: Investigation re: Case

Date: October 28, 2001

(FILL IN THE FOLLOWING REGARDING YOUR CASE):

Client's Name

Docket #

CCR#

DOB

PDID #

Charges:

Event Date & Location

Investigation to do:

1. Set up your own case from the original case file.
2. Obtain pd-251 (Police Report)
3. Record checks (Computer printout at D.C. Sup Court) on client, complainant and all known witnesses.
4. Travel to Maryland and Virginia courthouses and complete record checks on client, complainant and all known witnesses.
5. Copy case jacket for current case and any client/complainant convictions.
6. Interview and take statement from complaining witness.
7. Write up all relevant Subpoenas to be served.
8. Crime scene investigation: Diagram, Photograph, and Measure.
9. Write detailed memos regarding each completed assignment.