

**CRIMINAL CLINIC
PLACEMENT AND CRIMINAL PROCESS
FORMS**

For Legal Defender Students

DEFENDER'S INDIVIDUAL CALENDAR

I. Required Observations (must complete all):

Observation	Date Completed
Orientation Meeting	
Interview of Client (in jail)	
Interview of Client (in Office)	
Counseling of Client	
Preparation of Witness	
Negotiation	
Arraignments	
Bond Hearing	
Preliminary Hearing	
Misdemeanor Calendar	
Non-Traffic Misdemeanor Trial	
DUI Trial (Jury)	
DUI Trial (Jury/Bench)	
Pre-Trial	
Suppression Hearing	
Felony Trial	
Sentencing	

II. OTHER OBSERVATIONS (must complete four):

Observation	Date Completed
Roll Call Hearing	
District Court Arraignments	
Order to Show Cause	
Mental Competency Hearing	
Habeas Corpus Hearing	
Voir Dire (Felony Trial)	
Opening and Closing (Felony Trial)	
Federal Court Magistrate's Calendar	
J.P. Court	
Drug Court	
Domestic Abuse Court	
Juvenile Court	
Line Up	
Visit to Prison	

III. MISDEMEANOR TRIALS (must complete ten):

Defendant's Name	Crime(s) Charged	Date Started	Date Finished	Disposition

IV. FELONY TRIALS (must complete two):

Defendant's Name	Crime(s) Charged	Date Started	Date Finished	Disposition

V. TOTAL HOURS FOR THE COURSE (obtain from Monthly Status Reports)

August/September	_____
October	_____
November	_____
December	_____
January	_____
February	_____
March	_____
April	_____
May	_____
TOTAL (must equal or exceed 250).	_____

**DEFENDER
MONTHLY STATUS REPORT**

(This report must be turned in on the last day of every month)

Student: _____ Month: _____

Number of Hours Devoted to Clinic Work during the Month: _____

Status of Cases:

[If case has been closed, please give disposition, i.e., Dismissed, Plead Guilty, etc.]

<u>Defendant</u>	<u>Offense</u>	<u>Status of Case</u>
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Brief Description of Work Performed During Month:

<u>Defendant</u>	<u>Description of Work</u>
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CASE WORK SHEET

Student Name: _____
Date Submitted: _____
Defendant: _____
Legal Defender Case Number: _____
Court: _____
Court Case No.: _____
Judge: _____
Defense Attorney: _____
Prosecutor: _____
Charges _____ Date Filed: _____
Statute or Ordinance _____
Release Status: _____
Bond: _____
Bond Hearing _____
Date: _____
Result _____

CLIENT INTERVIEW:

Date: _____
Summary: _____

DISCOVERY:

Date Requested: _____
Date Received: _____
Orders: _____

MOTIONS:

Date: _____
Time: _____
Nature: _____
Disposition: _____

PRE-TRIAL CONFERENCE:

Date:

Time:

Disposition:

TRIAL:

Date:

Time:

Type::

Disposition:

SENTENCE:

Date:

Time:

Disposition:

CASE WORKSHEET—ANALYSIS

To be completed in lieu of Trial Briefs for cases in which Guilty Pleas are negotiated.

(You may refer to the Case Work Sheet where complete information is provided)

Student Name: _____
Legal Def. No: _____
Charge(s): _____

Elements of Each Offense Charged:

Assessment of Defenses Following Client Interviews:

Assessment of Likely Plea Bargain and Sentence: _____

Recommendations to Client/Negotiating Authority/Basis for Client's Decision:

Negotiation/Plea Bargaining Process (Describe):

Guilty Plea Accepted (date/any bargain): _____

Sentencing: _____
Date: _____
Witnesses/Evidence Presented: _____

Disposition: _____

DEFENDER'S TRIAL BRIEF

A Trial Brief must be prepared by students in the Defender component of the Criminal Clinic for ALL cases which are tried. (To the extent that complete information is provided in the Case Work Sheet on points below, you may refer to the appropriate portion of the Work Sheet in lieu of rewriting the information on this form.)

State of Utah v. _____
Court Case No. _____
Prosecutor: _____
Defender: _____
Student: _____

- I. Charge
(List each count of the Information as it appears or in substance.)

- II. Statues & Elements of the Offense
(Set forth all relevant statues verbatim.—You may cut and paste. Also set forth in outline form the essential elements of each offense.)

- III. Narrative of State's Case as Anticipated:
 - A. Chronological Summary
(Set forth briefly a narrative overview of the State's case.)

 - B. Evidence of Individual Witnesses
(For each State's witness, set forth the substance of his/her anticipated testimony.)

- IV. Evidentiary & Procedural Objections
(Set forth each objection that you will raise to the State's case at trial by giving the objection, the legal and factual grounds therefore, and any counter-arguments the State may give, and ways to meet them.)

Evidentiary and Procedural Objections include:

- A. Objections to Anticipated Line of Questioning
- B. Objections to Proposed Exhibits
- C. Objections on Procedural/Constitutional Grounds not already disposed of & described on Work Sheet (e.g. motion to suppress).

- V. State's Failure to Meet Burden of Proof
(Set forth all of the points you will make, either during cross examination or closing argument, demonstrating that the state has failed to meet its burden of proof as to each element of the offense charged. Also set forth any points regarding witness credibility, etc.)
 - A. Cross Examination Issues
(Set forth issues witness-by-witness.)
 - B. Closing Argument Issues
- VI. Affirmative Defenses
(Set forth any affirmative defense you plan to present.)
 - A. Narrative Summary of Defense Case
 - B. Individual Witness Summary
(Set forth the name, address, and relevant background information of each witness you plan to call, in the order of the expected testimony. Set forth all the expected testimony of each individual witness.)
 - C. Exhibits
(Any exhibit you plan to present should be identified and the witnesses whose testimony would support introduction should be named.)
 - D. Anticipate Evidentiary Problems
(If any evidentiary problems are anticipated—such as laying the foundation for exhibits, exceptions to the hearsay rule allowing particular testimony, etc.—should be discussed. Suggested questions for overcoming objections should be set out at length along with supporting authority.)
- VII. Instructions
(Suggest the preparation of any special instructions that normally would not be given by the court in the usual course of instructing the jury.)
- VII. Other
(Include any other items not included in above outline.)

AUTHORIZATION FOR STUDENT REPRESENTATION
AND
RELEASE OF INFORMATION

I, _____, have been told and understand that
(Client's Name)
_____ is a third-year law student at the University of Utah
(Student's Name)
S.J. Quinney College of Law who is working at the Salt Lake Legal Defender's Association
under the supervision of _____ as part of a clinical education
(Attorney's Name)
program which is overseen by Jensie L. Anderson, Clinical Professor of Law at the University
of Utah.

I agree and consent to represented by _____ in these
(Student's Name)
circumstances.

Dated: _____
(Client's Signature)

I agree and consent to the release of any and all information in my case to Jensie
Anderson, Clinical Professor of Law at the University of Utah, in order to allow for oversight of
the clinical education program and the student's participation in that program.

Dated: _____
(Client's Signature)

_____ COURT, STATE OF UTAH
SALT LAKE COUNTY, SALT LAKE DEPARTMENT

THE STATE OF UTAH,

Plaintiff

VS.

Defendant

CONSENT FOR STUDENT INTERN TO
APPEAR AS COUNSEL FOR
DEFENDANT

Case No.

Now comes the above-named defendant, his counsel of the Salt Lake Legal Defenders Association, and the District Attorney by and through the undersigned Deputy District Attorney and hereby consent that _____, a third-year law student at the University of Utah S.J. Quinney College of Law enrolled in the Defender Component of the Criminal Law Clinic, may appear as counsel in the above-entitled case under the supervision and control of the defendant's undersigned counsel of the Salt Lake Legal Defenders Association.

Dated this _____ day of _____, 200__.

By: _____
Attorney for Defendant

Defendant

Deputy District Attorney