

**CRIMINAL CLINIC
PLACEMENT AND CRIMINAL PROCESS
FORMS**

For Legal Prosecutor Students

Prosecutors Observation List

(* = required)

Students are required to observe the events below that are marked with an asterisk and are encouraged to observe as many other events as possible. Observation of a minimum of six other events is required for successful completion of the course. Students should note the events that they have attended on their monthly status reports.

A. Office Practice

Prosecutors:

1. Downtown Office, 111 E. Broadway (300 S., 363-7900).
1 screening session (morning or afternoon).
- 2.* Third District Court-West Jordan, 8080 S. Redwood Rd. (233-9900).

B. Court Events

- 1.* District Court, Initial Appearance (also called arraignments), Salt Lake Department, 450 S. State St., Courtroom S31, daily 9:30 am.
2. Bond Hearing (usually on roll call calendar)
- 3.* District Court Preliminary Hearings:
Salt Lake Department, Tuesdays & Thursdays, 9:00 am and 2:00 pm. 450 S. State St.

Murray Department, 5022 South State, Wednesdays 2:00 pm.

West Jordan Department, 8080 S. Redwood Rd. Tuesday and Thursday, Call to find out where they will be located. Not always in same courtroom.
Sandy Department, 210 W. 10000 S., Thursdays 2:00 pm.
4. District Court, Roll Call Calendar:
Salt Lake Department, Tuesdays & Thursdays 9:00 am and 2:00 pm.
Murray Department, Wednesdays 9:30 am.
West Jordan Department, Monday, Tuesday & Thursday. Call for time.
Sandy Department, Thursdays 9:30 am.
- 5.* Misdemeanor calendar (1/2 day), various times.
- 6.* Non-traffic Misdemeanor Trial.
- 7.* 2 DUI Trials (no refusals)(including one jury trial, if possible).

8. District Court Initial Appearance (also called arraignments).
Third District Court, 450 S. State St.
Each Judge holds a criminal law and motion calendar once a week.
9. Pre-trial (District Court calendar).
10. Order to Show Cause (District Court calendar).
11. Mental Competency Hearing
12. Attorney General (?)
13. Suppression Hearing
14. Voir Dire (felony trial).
15. Opening and Closing (felony trial)
- 16.* Felony Trial
- 17.* Sentencing (District Court calendar)
18. Federal Court Magistrate's Calendar

C. Other Events

1. Autopsy (by appointment).
2. Juvenile Court (to be arranged—Prosecutors only).
3. Line up.
4. Watch Commander (to be arranged—Prosecutors only).

In addition, each student must observe trials before he or she attempts to try such cases.

Specifically:

- (1) before trying a traffic case, a student must observe ½ day of justice court which would be mostly traffic cases—there are no traffic only calendars;
- (2) before trying a non-traffic misdemeanor, a student must observe a full non-traffic misdemeanor trial (preferably jury)(see item B.6, supra);
- (3) before handling a DUI, a student must observe 2 DUI trials, (no refusals to take test, one with a jury if possible)(see item B.7, supra).

These requirements are important. They are designed to insure that you will have enough background to successfully handle a case.

PROSECUTOR'S INDIVIDUAL CALENDAR

I. Required Observations (must complete all):

Observation	Date Completed
Office Practice (Downtown)	
Office Practice (West Jordan)	
Arraignments	
Preliminary Hearing	
Misdemeanor Calendar	
Non-Traffic Misdemeanor Trial	
DUI Trial (Jury)	
DUI Trial (Jury/Bench)	
Felony Trial	
Sentencing	

II. OTHER OBSERVATIONS (must complete six):

Observation	Date Completed
Bond Hearing	
Roll Call Calendar	
District Court Arraignments	
Pretrial	
Order to Show Cause	
Mental Competency Hearing	
Habeas Corpus Hearing	
Suppression Hearing	
Voir Dire (Felony Trial)	
Opening and Closing (Felony Trial)	
Federal Court Magistrate's Calendar	
Autopsy	
Juvenile Court	
Line Up	
Watch Commander	

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).	_____

STUDENT WORKSHEET-TRIAL BRIEF

Case Information:

Student Name: _____
Case Name: _____
Sheriff Citation Number: _____
Case Number: _____
Prosecuting Attorney: _____
Defense Attorney: _____
Charges
Count 1: _____
Count 2: _____
Count 3: _____
Count 4: _____
Date Charges Filed: _____

Narrative of the Case:

Statutes Involved:

Count 1: _____
Count 2: _____
Count 3: _____
Count 4: _____

Elements of the Counts:

Count 1: (1) _____
(2) _____
(3) _____
(4) _____
(5) _____
Count 2: (1) _____
(2) _____
(3) _____
(4) _____
(5) _____
Count 3: (1) _____
(2) _____
(3) _____
(4) _____

(5) _____

Count 4: (1) _____
(2) _____
(3) _____
(4) _____
(5) _____

Witnesses:

	<u>Name</u>	<u>Title/Relation to Case</u>
(1)	_____	_____
(2)	_____	_____
(3)	_____	_____
(4)	_____	_____

Exhibits:

(1) _____
(2) _____
(3) _____
(4) _____

Case Preparation:

	<u>Element</u>	<u>Prosecution's Argument</u>	<u>Witness/Exhibit</u>
Count 1:	(1)	_____	_____
	(2)	_____	_____
	(3)	_____	_____
	(4)	_____	_____
	(5)	_____	_____
Count 2:	(1)	_____	_____
	(2)	_____	_____
	(3)	_____	_____
	(4)	_____	_____
	(5)	_____	_____
Count 3:	(1)	_____	_____
	(2)	_____	_____
	(3)	_____	_____
	(4)	_____	_____
	(5)	_____	_____
Count 4:	(1)	_____	_____
	(2)	_____	_____
	(3)	_____	_____

- (4) _____
- (5) _____

Resolution of the Case:

Plea Bargain:

(Discuss plea bargain offered, if any, and the reason why the plea appeared to be desirable for the state. Was plea accepted?)

Ultimate Disposition

	<u>Guilty/Not Guilty</u>	<u>Sentence</u>
Count 1::	_____	_____
Count 2:	_____	_____
Count 3:	_____	_____
Count 4:	_____	_____
Sentencing Date:	_____	

**PROSECUTOR
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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COURT, STATE OF UTAH
SALT LAKE COUNTY

THE STATE OF UTAH,)	
)	CONSENT FOR PROSECUTOR-
Plaintiff,)	INTERN TO APPEAR AS COUNSEL
vs.)	
)	
_____ ,)	Case Number: _____
)	
Defendant.)	
)	

COMES NOW the District Attorney by and through the undersigned Deputy District Attorney and the defendant and defendant's counsel as undersigned and hereby consent that _____, a third-year law student at the University of Utah College of Law enrolled in the Prosecutor-Intern Program, may appear as counsel in the above-entitled case under the supervision and control of the undersigned Deputy District Attorney.

Dated this _____ day of _____, 200__.

SALT LAKE DISTRICT ATTORNEY'S OFFICE

Deputy District Attorney

Attorney for Defendant

Defendant