

**DIVISION OF PUBLIC DEFENDER SERVICES  
OFFICE OF THE CHIEF PUBLIC DEFENDER  
Legal Services Unit  
APPELLATE WORKSHEET**

Name of Case	JD/GA	JD/GA Docket no.

1) DEFENDANT'S LAWYER: \_\_\_\_\_  
 JURIS #: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 PHONE#: \_\_\_\_\_

2) PROSECUTING ATTORNEY: \_\_\_\_\_  
 JURIS #: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 PHONE#: \_\_\_\_\_

FULL NAME: \_\_\_\_\_  
 ALIAS, IF ANY: \_\_\_\_\_  
 DATE OF BIRTH: \_\_\_\_\_ AGE: \_\_\_\_\_  
 PRESENT ADDRESS: \_\_\_\_\_  
 If incarcerated, give last address: \_\_\_\_\_  
 Inmate number: \_\_\_\_\_

4) DEFENDANT'S FAMILY: Consists of: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone#: \_\_\_\_\_

**A. GENERAL CASE INFORMATION**

1) ARREST:  
 Date: \_\_\_\_\_  
 By warrant: Yes \_\_\_\_ No \_\_\_\_  
 Copies of Warrants, affidavits, and returns must be enclosed with this worksheet.

2) SEARCH & SEIZURE: Yes \_\_\_\_ No \_\_\_\_  
 By Warrant: Yes \_\_\_\_ No \_\_\_\_  
 Copies of warrants, affidavits, and returns must be enclosed with this worksheet.

Search Date: \_\_\_\_\_  
 More than one search: Yes \_\_\_\_ No \_\_\_\_  
 Place/person searched: \_\_\_\_\_

3) IDENTIFICATION OF DEFENDANT:  
 By means of police procedures: Yes \_\_\_\_ No \_\_\_\_  
 By photo: \_\_\_\_ or police agent: \_\_\_\_ or others (describe): \_\_\_\_\_

4) CONFESSION OR ADMISSIONS BY DEFENDANT: Yes \_\_\_\_ No \_\_\_\_  
 To Police or police agent: \_\_\_\_\_  
 To non-police others: \_\_\_\_\_  
 Please describe: \_\_\_\_\_  
 Statement Introduced at trial: Yes \_\_\_\_ No \_\_\_\_  
 Copies of defendant's Miranda warnings waiver & defendant's statement must be enclosed with this worksheet.

**B. GENERAL TRIAL INFORMATION**

DOCUMENTS UNDER SEAL OR LIMITED AS TO DISCLOSURE? Yes \_\_\_ No \_\_\_  
 \_\_\_ order/JD-CL-76 form attached

1) ARRAIGNMENT: Date: \_\_\_\_\_  
 Judge: \_\_\_\_\_

2) PROBABLE CAUSE HEARING: Date \_\_\_\_\_  
 Judge: \_\_\_\_\_

3) PRETRIAL, TRIAL, AND POST TRIAL MOTIONS (see paragraphs C through F, infra)

4) DISPOSITION: GUILTY PLEA \_\_\_ or TRIAL \_\_\_  
 a) IF GUILTY PLEA: date of plea: \_\_\_\_\_  
 Judge: \_\_\_\_\_

b) IF TRIAL,  
 i) by jury: \_\_\_ or court \_\_\_  
 ii) Judge: \_\_\_\_\_  
 iii) Date juror voir dire started: \_\_\_\_\_  
 iv) Date of preliminary instructions to jury array: \_\_\_\_\_  
 v) Date of preliminary instructions to petit jury prior to evidence: \_\_\_\_\_  
 vi) Date that trial evidence started: \_\_\_\_\_  
 vii) Date that trial ended in a verdict: \_\_\_\_\_  
 viii) If trial was not continuous, state the dates (other than weekends and holidays) that trial did not occur:  
 \_\_\_\_\_

c) SENTENCING: Date: \_\_\_\_\_ Judge: \_\_\_\_\_

5) CHARGES AND CONVICTIONS:

a) INFORMATION:

i) Disposition was on an original \_\_\_ substituted \_\_\_ or amended \_\_\_ information, dated \_\_\_\_\_  
 ii) Defendant tried on more than one information: Yes \_\_\_ No \_\_\_

b) DETAIL OF CHARGES AND CONVICTIONS

COUNTS	CHARGE	STAT. §	CONVICTION	STAT. §	SENTENCE
1)					
2)					
3)					
4)					
5)					

TOTAL EFFECTIVE SENTENCE: \_\_\_\_\_

6. DEFENSE TO THE CHARGES:

7. CODEFENDANTS: Yes \_\_\_ No \_\_\_ If yes, defendant tried alone \_\_\_ or with others \_\_\_

CODEFENDANT	ATTORNEY	ATTORNEY ADDRESS AND PHONE#	Case pending or disposed?	Disposed by plea or trial?

CONFLICT OF INTEREST: Describe any conflict that you believe exists or existed among the co-defendants and the defendants:

8. SENTENCE REVIEW: Defendant has applied: Yes \_\_\_ No \_\_\_

9. DEFENDANT'S OTHER PENDING CASES: Defendant has other cases pending: Yes \_\_\_ No \_\_\_

If yes: Case #1      Court: \_\_\_\_\_      Docket Number: \_\_\_\_\_  
    Attorney: \_\_\_\_\_      Phone Number: \_\_\_\_\_

Case #2      Court: \_\_\_\_\_      Docket Number: \_\_\_\_\_  
    Attorney: \_\_\_\_\_      Phone Number: \_\_\_\_\_

10. DEFENDANT'S OTHER PENDING APPEALS: Defendant has other pending appeals: Yes \_\_\_ No \_\_\_

If yes:                      Court: \_\_\_\_\_      Docket Number: \_\_\_\_\_  
    Attorney: \_\_\_\_\_      Phone Number: \_\_\_\_\_

**C. PRETRIAL MOTIONS AND PROCEDURES, DETAIL OF**

Were any pretrial motions filed? Yes \_\_\_\_\_ No \_\_\_\_\_ As to each and every motion filed, below must be completed.

**Copies of all written motions must be enclosed with this worksheet**

Copies of all written decisions are enclosed with this worksheet: Yes \_\_\_\_\_ No \_\_\_\_\_

MOTIONS	DATE FILED	DATE HEARD	JUDGE	DATE DECIDED	DECISION
Change of election from jury to court trial					
Motion of Defendant to act as pro se counsel					
Request for essential facts §36-19					
Request for Discovery, PB					
Notice of Mental Disease					
Notice of Alibi					
Motion to Dismiss					
Motion to Suppress Search and Seizure					
Motion to Suppress Confession					
Motion to Suppress Identification					
Motion for Severance of offenses					
Motion for Severance of codefendants					
Motion for Bill of Particulars					
Motion for Transfer of prosecution					
Challenge to Jury array					
(Other Motions or Requests)					

BECAUSE VOIR DIRE TRANSCRIPT WILL **NOT BE ORDERED** UNLESS A POSSIBLE APPELLATE ISSUE AROSE DURING JURY SELECTION, PLEASE TELL US:

1. Did any issue arise or any motion get argued and/or ruled upon in the midst of jury selection, *whether or not the issue, motion, or ruling related to jury selection*, so that we should order that portion of transcript? Please give details and date of occurrence, to best recollection.

2. Was void dire RECORDED? Yes \_\_\_ No \_\_\_

3. Were there any CHALLENGE FOR CAUSE denied if by the defendant or granted if by the state? Yes \_\_\_ No \_\_\_ (If yes, please provide details.)

NAME OF JUROR	DATE	CHALLENGE BY DEF. OR STATE	REASON FOR CHALLENGE

4. Did the defendant use all PEREMPTORY CHALLENGES? Yes \_\_\_ No \_\_\_

5. If yes, did the court deny the defendant's request for more peremptories? Yes \_\_\_ No \_\_\_

6. Were there any racial issues involved in jury selection? Yes \_\_\_ No \_\_\_

7. Was there any voir dire question that you sought to ask and that the court would not allow? Please give details and date of occurrence, to best recollection.

8. How many panels were called and on what dates were new panels called?

PANEL #	DATE CALLED

6. Did the judge leave at all during voir dire? Yes \_\_\_ No \_\_\_

7. Was there a *BATSON* CHALLENGE? Yes \_\_\_ No \_\_\_  
 (If yes, please provide details.) If written motion filed, please provide copy of motion.

Date filed \_\_\_\_\_ Date Heard \_\_\_\_\_ Judge \_\_\_\_\_ Date Decided \_\_\_\_\_

**D. TRIAL MOTIONS, DETAIL OF**

Were any trial motions filed? Yes \_\_\_\_\_ No \_\_\_\_\_ As to each and every motion filed, the below must be completed.

**COPIES OF ALL WRITTEN MOTIONS MUST BE ENCLOSED WITH THIS WORKSHEET**

Copies of all written decisions are enclosed with this worksheet: Yes \_\_\_\_ No \_\_\_\_

<b>MOTIONS Includes all oral motions</b>	<b>DATE FILED</b>	<b>DATE HEARD</b>	<b>JUDGE</b>	<b>DATE DECIDED</b>	<b>DECISION</b>
Motion in Limine or to exclude					
State's Motion in Limine or to exclude					
Request to Poll the Jury PB					
Motion for Mistrial PB					
MJOA end of state's case					
Motion for acquittal at end of all evidence PB					
Motion for Acquittal after Mistrial PB					
Motion for New Trial					
Motion for New Trial on Newly Discovered Evidence PB					
Any Other Motions					

**E. REQUESTS TO CHARGE THE JURY AND EXCEPTIONS TO THE CHARGE**

Did the trial court give defense attorney a copy of its proposed charge? Yes \_\_\_\_ No \_\_\_\_ If yes, the court's proposed charge must be included with this worksheet.

**1. DEFENDANT'S WRITTEN REQUESTS TO CHARGE**

(Copies of all written requests must be enclosed with this worksheet)

Dates filed: \_\_\_\_\_

<b>SUBJECT MATTER OF REQUEST</b>	<b>GIVEN AS REQUESTED</b>	<b>GIVEN IN SUBSTANCE</b>	<b>NOT GIVEN</b>	<b>EXCEPTION TAKEN</b>

2. DEFENDANT'S EXCEPTIONS TO THE CHARGE

Date of exceptions: \_\_\_\_\_

SUBJECT MATTER OF EXCEPTION	NO RECHARGE	JURY RECHARGED	NOT GIVEN	EXCEPTION BY DEFENDANT

3. STATE'S WRITTEN REQUESTS TO CHARGE

SUBJECT MATTER OF REQUEST	GIVEN AS REQUESTED	GIVEN IN SUBSTANCE	NOT GIVEN	EXCEPTION BY DEFENDANT

4. JURY QUESTIONS: Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how many questions: \_\_\_\_\_

Subject of questions: \_\_\_\_\_

Copies of jury questions enclosed with worksheet: Yes \_\_\_\_\_ No \_\_\_\_\_

**F. POST TRIAL MOTIONS**

Were any post trial motions filed? Yes \_\_\_\_\_ No \_\_\_\_\_

**As to each and every motion filed, the below must be completed.**

**Copies of all written motions must be enclosed with this worksheet.**

Copies of all written decisions are enclosed with this worksheet: Yes \_\_\_\_\_ No \_\_\_\_\_

MOTIONS (written & oral)	DATE FILED	DATE HEARD	JUDGE	DATE DECIDED	DECISION
Motion for Acquittal upon guilty verdict PB § 42-51					
Motion for New Trial PB § 42-53					
Motion for New Trial based on Newly Discovered Evidence PB § 42-55					
Motion Arrest of Judgment PB § 42-56					

POTENTIAL ISSUES ON APPEAL: (MUST BE COMPLETED):







