

TABLE 7-4: Jury Trial Checklist

- Review Indictment/Information
- Run criminal history on defendant (TCIC/NCIC)
- Meet with officer and copy entire case file
 - Copies of all reports & supplements
 - Copies of all witness statements
 - Copies of all photographs
 - Copy of defendant's written statement
 - Copy of all investigative notes
 - Copy of all videotape(s)
 - Copy of all 911 tape
 - Copy of arrest warrant
 - Certified copy of search warrant
 - Copy of consent to search
- Obtain medical records (D & CW)
- Obtain EMS reports—locate paramedics
- Copy of D's booking photo (arrest date: _____)
- Check D's property inventory at time of arrest
- Copies of all jail or prison records—medical & disciplinary
- Jail visitation list
- Current address & phone number for all witnesses
- Run criminal history on all witnesses
 - 1. _____
 - 2. _____
 - 3. _____
- Obtain certified copies of misdemeanor convictions
 - _____
 - _____
- Jail card request
- Copies of all offense reports for misdemeanor convictions
- Obtain certified copies of felony convictions/pen packets
 - _____
- Copies of all offense reports for felony convictions
- Juvenile records
 - Certified copies of adjudications
 - Copy of offense reports & State's file
 - Social history & psychological evaluation
 - TYC records
- Obtain certified copies of alias warrants
- Grand jury transcript
- Examining trial transcript
- ALR hearing transcript
- Check file for D's subpoenas & letters to court
- Full and complete discovery (including inventory) to defense attorney pursuant to CCP Article 39.14
- Motion for discovery of expert's witnesses (CCP 39.14(b))
- Rule 404(b) notice: Served on defense attorney _____
- Rule 609 notice: Served on defense attorney _____
- Article 37.07, §3(g) notice: Served on defense attorney _____
- Notice of intent to seek deadly weapon finding (if not in indictment) Served on defense attorney _____
- File business records with affidavit (14 days before trial)
- Motions in limine
- Witness list Given to defense attorney _____