**MASTER FILE LIST – CRIMINAL LAW**

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|  | **File #/** **Client Information** | **File Opening** | **Charges/****Election** | **Disclosure****Request:****Received/Complete:****Reviewed:** | **Instructions** | **Filing Deadlines** | **Next Step and Diary Date****Step:DD:** | **Next Court Date** | **Financial** |
| 1. | **File #:** 12345**Client Information:** Full Name**Other Information:** Co-accused Full Name | **Legal Aid/ Private: Checkmark with solid fill****Conflicts: Checkmark with solid fill****Retainer:** Checkmark with solid fill**Client ID & Verification: Checkmark with solid fill** | **Charges:**>>>>**Election:**Indictable | **Request:**Dec 4/23**Received /Complete:**Jan 15/24**Reviewed with Client:**Jan 25/24 | **Plea:**Not Guilty**Designation:****Other:** | **Charter:**April 3/24**Pre-Trial Apps:**May 15/24**Trial:** | **Step:**Contact (Client, Crown, etc.)Prep Charter notice**DD:**May 15/24 | July 25/24 for plea | **Trust/ Tariff:**$$**WIP:** $$ |
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