**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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