

## Welcome to Public Defenders CASES online request form

Please note: the online request form has been updated to reflect the changes arising from the (EAGP) reforms that commenced on 30 April 2018.

This tip sheet explains how to complete and submit an online request form so we receive all the information needed to process your request promptly.

### Some basic tips

We recommend using **Google Chrome** web browser.

Most data fields are mandatory because we need this information to promptly process the request.

The form consists of a number of drop-down menus to make the selection process easier. Please check your selections are correct before submitting the form.

As this is a web based form **do not press “backspace”** if you are outside of a data entry field as this will take you back to the log-in page. If you press backspace by mistake, go to the top left corner of the screen and click on the Right Arrow and this will restore the previous browser window.



If you need to edit something only do so in a data entry field.

A screenshot of the 'The Public Defenders Request' form. At the top, it says 'This form will expire in 30 minutes after which you will no longer be able to submit it.' Below this, there are radio buttons for 'Request' (selected) and 'Confirmation'. The form includes several input fields: 'Request Date' (pre-filled with 'Tuesday 31 May 2016'), 'Solicitor' (a dropdown menu), 'Solicitor Details' (fields for Firm, Address, Email, Phone, Mobile, and Fax), 'Please complete all available number references' (fields for Grants LAC Ref, CASES LAC Ref, and Charge No. H), and 'Client Details' (fields for First Name, Last Name, First Alias, and Last Alias). Two arrows from the text above point to the 'Last Name' and 'Last Alias' fields.

## Completing the form

### Public Defender Request or Confirmation?

There are two selections to choose from

1. Request - If you have not made a prior request to a Public Defender just select “**Request.**”
2. Confirmation - If you have already spoken to a Public Defender and she/he has agreed to accept the brief please select **Confirmation.** Enter date of acceptance and select the Public Defender from the drop-down list.

### Early Appropriate Guilty Plea matter?

If this is a matter that falls within EAGP legislative scheme please click on the Standard Request button. This will then take you to the EAGP page.

Please click this button for EAGP requests, then fill in the timetable below

Standard Request

Please click this button for EAGP requests, then fill in the timetable below

Early Appropriate Guilty Plea

Once the EAGP option has been selected you'll be required to complete details on what stage the matter is at under the EAGP timetable.

Early Appropriate Guilty Plea Timetable		
Has the brief been served or a date been set?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Date <input type="text"/>
Has the charge certificate been filed or a date been set?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Date <input type="text"/>
Has a case conference occurred or a date been set?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Date <input type="text"/>

Please complete this in as much detail as possible to enable quick processing of your request. If you are unsure please add extra details to the notes section.

### Solicitor

Start to type in the solicitor's surname and this will bring up a list of names. Click on the name and all relevant practice details will be displayed.

If the solicitor's name does not appear or the firm details/contact information has changed you cannot amend these. Instead go to the **Notes** section at the end of the form to type in the new details. We will amend this information once the request is submitted.

If you see the names of any solicitors who are no longer with your firm, you can enter these details as well in the notes section and we will update those details for you.

## Reference numbers

**ALL** requests for legally aided matters funded by Legal Aid NSW must include the legal aid reference provided in the grant.

In-house Legal Aid matters must also provide a CASES and Grants reference number. The proceeding or Charge no: H is optional.

## Client details

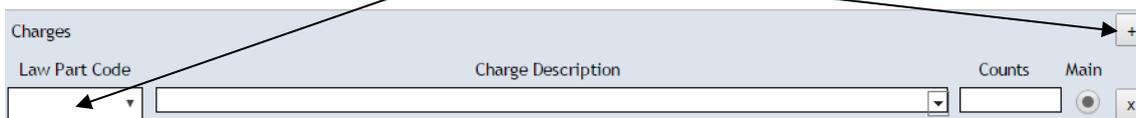
Please be as accurate as possible in entering your client's name.

This makes it easier for staff to search Justicelink if we need to check any other details about the matter.

## Charges

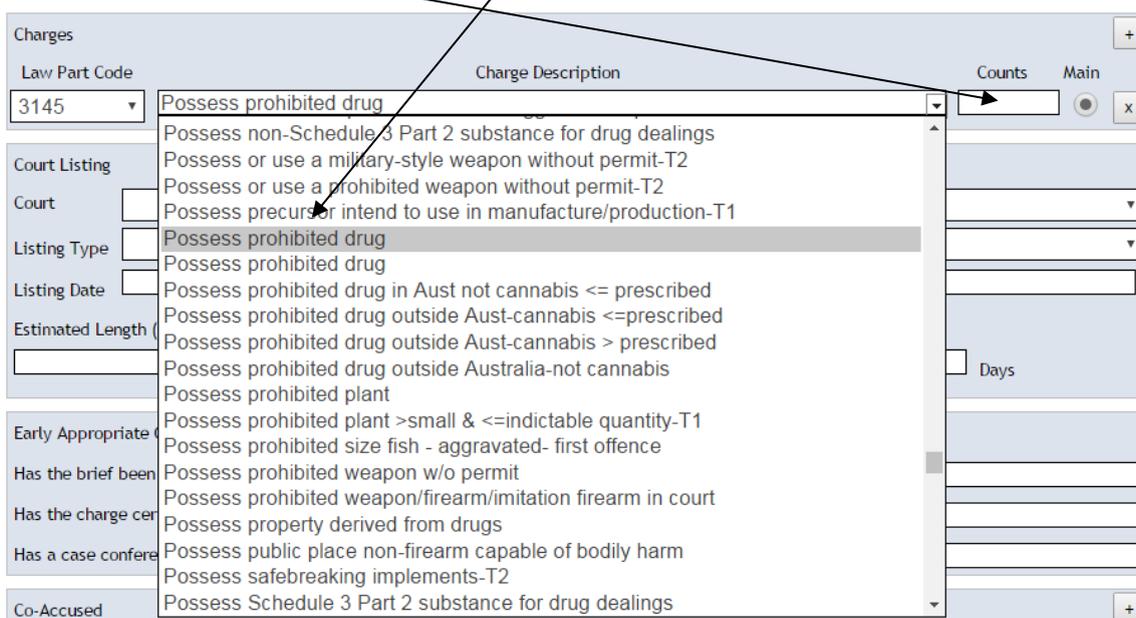
Provide main indictable charges only.

The easiest way to enter the charge/s is by searching the Law Part code which appears on the charge sheet or arraignment document. Many charge descriptions are similar and using the Law Part code will ensure the correct charge is submitted. If there is more than one charge please click on the + button indicated below.



The screenshot shows the 'Charges' form with the 'Law Part Code' dropdown menu open. The dropdown list is empty, and the 'Main' radio button is selected. A '+' button is visible in the top right corner of the form.

Otherwise, just start typing in the first charge e.g. possess prohibited drug and a list will appear of all relevant charges. Select the appropriate charge and then insert the number of counts for that charge.



The screenshot shows the 'Charges' form with the 'Law Part Code' dropdown menu open. The dropdown list is populated with various charges, including 'Possess prohibited drug', 'Possess non-Schedule 3 Part 2 substance for drug dealings', 'Possess or use a military-style weapon without permit-T2', 'Possess or use a prohibited weapon without permit-T2', 'Possess precursor or intend to use in manufacture/production-T1', 'Possess prohibited drug', 'Possess prohibited drug in Aust not cannabis <= prescribed', 'Possess prohibited drug outside Aust-cannabis <=prescribed', 'Possess prohibited drug outside Aust-cannabis > prescribed', 'Possess prohibited drug outside Australia-not cannabis', 'Possess prohibited plant', 'Possess prohibited plant >small & <=indictable quantity-T1', 'Possess prohibited size fish - aggravated- first offence', 'Possess prohibited weapon w/o permit', 'Possess prohibited weapon/firearm/imitation firearm in court', 'Possess property derived from drugs', 'Possess public place non-firearm capable of bodily harm', 'Possess safebreaking implements-T2', and 'Possess Schedule 3 Part 2 substance for drug dealings'. The 'Main' radio button is selected. A '+' button is visible in the top right corner of the form.

**N.B. On occasions when charges are created or changed you may encounter missing or incorrect text from the dropdown list. In this case please report the matter to [pd\\_admin@justice.nsw.gov.au](mailto:pd_admin@justice.nsw.gov.au) so this can be amended.**

## Court Listing

Click on arrow and select the court e.g. Supreme court.

Click on the location arrow and select location e.g. Sydney.

The “listing type” arrow lists the type of matter e.g. advice, trial, sentence etc.

## CCA/CA/HC Appeals/Advices

All CCA and High Court appeals require an advice by a Public Defender on the merits of the appeal as the first step. If merit is found the matter will then become a hearing before the CCA.

For conviction and sentence appeals first select Advice C. This will then bring up another box Advice S - click on this if it is an all grounds appeal.

For hearings select Appeal - C or Appeal - S.

Please make sure you enter the correct listing date or NIA expiry date.

## Estimated Length Trial/Hearings

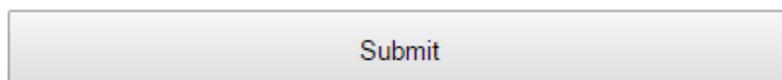
For **advices** only, you do not need to complete the estimated length of hearing for CCA/Court of Appeal, High Court special leave matters.

For **trials/hearings** please enter estimated length using **numbers** only in the correct data field e.g. 10 weeks, 4 days.

## Co-Accused

To add co-accused to the request click the + button.

Enter the details of co-accused and Counsel, if known. In the event of multiple co-accused continue to add individuals by clicking the + button.



When submitted a copy of this request will be emailed to you.

If you have any problems completing this form please either email [pd\\_admin@justice.nsw.gov.au](mailto:pd_admin@justice.nsw.gov.au) or call 02 9268-3111.