

# PREPARING A GOOD QUALITY PROSECUTION FILE

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## COURSE INFORMATION

The criminal justice system and criminal proceedings can only work efficiently when there is an effective exchange of information between all agencies involved. The start of this process is the prosecution file. This means that there needs to be effective management for the building of these files. Case files need to contain the correct information and be presented effectively to assist prosecuting and defence lawyers review the cases they are instructed on.

## AUDIENCE

This course has been designed for any individual involved in the decision-making process for instigating legal proceedings in criminal cases, and those involved in the preparation of prosecution files. It is also suitable for those with responsibility for supervising officers building prosecution files.

## COURSE LENGTH AND DELIVERY METHODS

The course is a half-day session and provides 3 CPD credits.

It can be delivered virtually or in-person.

## COURSE OBJECTIVES

By the end of this course, participants will be able to:

- Appreciate how to consider and apply the evidential and public interest test.
- Know how to effectively build a high-quality prosecution file.
- Understand the role of the supervisor in the preparation of prosecution files.
- Consider the different file contents required dependent on the anticipated plea in line with the National File Standard.

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