

Self-represented Defendant: Case Management Factsheet

Indictment Presentation

The first time a case is announced in the District Court, the Prosecution will present an indictment to the Judge. An indictment is the formal paperwork which records your name and the exact charges against you. The Judge will ask if the case is ready to be scheduled for a sentence or trial. If you tell the Judge that your case will require a trial date, (because you are pleading not guilty, or do not yet know how you will be pleading) the charges are listed in either the Brisbane or Ipswich District Court, and it relates to sexual offences, the case will be part of the 'Sexual Violence List' and scheduled for 'Case Review Hearing' in four weeks.

Case Management Form

ACTION: Please complete Part 5 of the 'Self-represented Defendant: Case Management Form' before you attend the Case Review Hearing.

Case Review Hearing

The Case Review Hearing is your chance to tell the Court what you will need to prepare and have ready before for the trial date and to make applications to the Court. At the Case Review Hearing the Court will schedule the trial date and all other court events (Pre-trial Hearings or Pre-records if applicable, the Trial Readiness Hearing and Trial Review) and will ask if you wish to cross-examine (question) the complainant when they give their evidence. If you want to cross-examine the complainant, the Court will make an Order for a lawyer to do this on your behalf as required by law.

Pre-trial Hearings

Pre-trial Hearings enable the Court to consider applications made in the case by you or the Prosecution on issues of law. For example, access to information that may be privileged, an application to stay (or pause) the case, or whether certain information (evidence) needs to be excluded. There may be several Pre-trial Hearings before the trial.

Directions Hearings

A Directions Hearing is a type of Pre-trial Hearing in which it is agreed how a witness will give evidence and be cross-examined. A Directions Hearing will be scheduled to occur before a Pre-recording of Evidence Hearing (if needed) because the outcome or decision can affect how evidence is obtained.

Pre-recording of Evidence

Child and special witnesses often give their evidence and are cross-examined through a video-link in another room located outside the courtroom. This evidence is recorded and played back at the trial. You will need to attend Court for a Pre-recording of Evidence Hearing and a Court-appointed lawyer will cross-examine the complainant or special witness on your behalf.

Case Management Form

ACTION: Please complete Part 5 of the 'Self-represented Defendant: Case Management Form' before you attend the Trial Readiness Hearing.

Trial Readiness Hearing

The Trial Readiness Hearing will take place three months before trial to raise any outstanding pre-trial or legal issues that need to be addressed.

Trial Review

The Trial Review is the final court event before the trial. This provides a further opportunity for arrangements to be confirmed in relation to how witnesses will be giving their evidence and be cross-examined.

Trial

The Trial is the final Court event. Guides to preparing and running a trial can be found via the following links: [Legal Aid Queensland](#) and [Caxton Community Legal Centre, 'The Law Handbook'](#).