

# Investigation Request Form

**Client Name:**

**File Number:**

**Defense Attorney:**

**Offense Date:**

**Prosecutor:**

**Date of Request:**

**Next Court Date:**

**Trial Date:**

**Due Date:**

**Client in custody?**  Yes  No

<b>Location of Client / Contact Info:</b>	
<b>Charges:</b>	
<b>What the Prosecution Alleges:</b>	
<b>What the Client Says:</b>	
<b>Possible Defense Theory</b>	

## Investigation Required:

- Interview Defendant
- Interview Witnesses (see details)
- Background Check
- Obtain Police Photos
- Take Photos
- Examine Crime Scene
- Prepare Charts/Maps/Diagrams
- Subpoena Records
- Surveillance Video
- Registration Check/DMV
- Serve Witness Subpoenas
- Order 9-1-1 Tape (90-day window)
- CAD Report
- Other

**Detailed Instructions:**

**Witnesses to Interview**

<b>Name of Witness to Interview</b>	<b>Known contact info – phone, address, DOB</b>	<b>w/ Attny present? Yes/No</b>	<b>Purpose of the interview</b>